



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Instruction by Exempt/Technical and Classified Employees
Procedure Number: 03-2007-0001
Board Policy Reference: IV.B.

Accountable Administrator: Director Human Resources
Position responsible for updating: Director Human Resources
Original Date: 07-16-07
Date Approved by Cabinet: 08-21-07
Authorizing Signature: *signed original on file*
Dated: 08-21-07
Date Posted on Web: 07-15-09
Revised: 07-08
Reviewed: 07-13

Purpose/Principle/Definitions:

From time to time, exempt/technical and classified employees may have the opportunity to conduct a period of instruction at BMCC. These courses may include both credit and noncredit courses. Qualifications to instruct are outlined within the current administrative procedure: "Recruitment and Compensation Process for Part-Time Instructors." Once qualified, and prior to accepting the teaching assignment, the employee will complete an "Exempt/Technical and Classified Employee's Request to Instruct" form. The completed request form will be routed through the immediate supervisor, to HR, and finally to the Office of Instruction for action.

The employee must assure all approving parties that the extra duty will not conflict with his/her primary duties. Once approval has been granted, the employee will be processed and compensated as an adjunct instructor (Notice of Assignment, office hours, etc).

Special Forms: Exempt/Technical and Classified Employee's Request to Instruct

Exempt/Technical and Classified Employee's Request to Instruct

The completed form must be routed through your immediate supervisor, HR, and finally Office of Instruction no later than seven (7) days prior to the publishing of the quarterly course schedule.

Name of Individual Requesting: _____

Title/Position: _____

Telephone Number: _____ Cell number: _____

Course Title and Number (be specific): _____

Course Location: _____

Inclusive Date of Course: _____ To: _____

Hours of Course: _____ To: _____

Signature of Immediate Supervisor: _____

Human Resources:

Date Request Received: _____

Approved: _____ Disapproved: _____ (please explain)

Office of Instruction:

Date Request Received: _____

Approved: _____ Disapproved: _____ (please explain)

DISTRIBUTION:

Personal File

Supervisor

HR

Office of Instruction