

Policy Number: 02.014

Policy Title: Staff Who Teach

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Staff Who Teach

On occasion a full-time staff member may be requested to teach a course. If the course is only offered during the normal work day, additional compensation may be allowed. If the course is taught during normal business hours, it may be necessary for the employee to make up the hours or take vacation time if it disrupts the responsibilities of the employee and their work.

Staff who teach outside of normal working hours will be compensated as appropriate.

Each instance will be reviewed on a case by case basis by the employee's Supervisor and the person(s) requesting the employee to teach.