



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-EMP-21 Major Revision1 Minor Revision9

Title: Adjunct Instructor as a Secondary Job

Description: Policy regarding adjunct teaching for current employees.

Category: Human Resources

Applies to: staff

Contact: [Human Resources](#)

Purpose: Procedures and requirements associated with administrative or staff employees working as an adjunct, in addition to their primary position with the University.

Policy Statement: An administrative or staff employee whose primary position does not include or provide for class room instruction may teach one class per semester as an adjunct instructor with advance written permission and approvals from his or her primary supervisor and the adjunct supervisor. The approval process is accomplished by the employee completing the *Employee Applying as an Adjunct Request* form, linked below, obtaining signatures from both supervisors, and submitting to Human Resources prior to beginning work as an adjunct. Preparation, grading or other related work for classes taught must be completed outside the regular working hours of the employee's primary position.

An exempt employee will receive adjunct instructor pay as established by Academic Affairs. If services as an adjunct instructor are considered to be a temporary part of the employee's "other duties as assigned", no additional compensation will be paid. Unlike a non-exempt employee, an exempt employee may waive available compensation for services as an adjunct instructor.

A non-exempt employee will be paid for all hours worked as an adjunct instructor at the current hourly rate established by his/her primary position. This includes overtime pay if total hours actually *worked* during the week, primary position and adjunct related, exceed 40 hours.

Regardless of exempt or non-exempt classification, an employee is expected to account for any lost time in his or her primary position as a result of the adjunct duties. If classes taught as an adjunct instructor are held during an employee's regular work hours for his or her primary position, the established number of hours for the primary position workday need to be accounted for – either by physically working the number of hours (by extending the work day, for example) or by taking vacation. If classes taught are before or after an **exempt** employee's regular work hours no other adjustments are needed.

In addition to the above provisions, if the employee is **non-exempt** (regardless of whether the classes taught are held before, during, or after the employee's work hours, and regardless of whether the employee uses lunch or vacation to cover primary hours), there are additional record-keeping requirements. Specifically, **all** time related to the duties of the adjunct instructor position (preparation, grading, time teaching, etc.) must be tracked and reported along with the hours in the primary position, as part of the University's electronic timekeeping system. Therefore, an employee will be reporting all time worked in both the primary position and the adjunct position, and will be paid overtime for any hours *worked* over 40 in a workweek.

To facilitate appropriate funds transfers, the **non-exempt** employee needs to *also* complete *Non-Exempt Adjunct Timesheets*, linked below, to report time specifically related to service as an adjunct instructor. Employee shall obtain his/her primary supervisor's signature, forward a copy to his/her adjunct supervisor, and ensure timesheets are turned in to payroll concurrently with electronic time keeping for the appropriate pay periods.

For additional information, contact Human Resources.

**Glossary of
Terms:**

Legal

Citation:

Campus [Adjunct Approval Form](#)

Links: [Non-Exempt Adjunct Calculator](#)

[Non-Exempt Adjunct Timesheet](#)

FAQs:

Formerly

known as:

Approved

on: 12/01/2005

Effective

date: 12/01/2005

Keyword(s): adjunct, teaching, instruction

Last review 08/07/2012

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