

## HR PROCEDURE: FULL-TIME SUPPORT STAFF TEACHING PART-TIME

Full-time support staff may be considered for part-time teaching assignments only after the academic School has completed the required Partial Load Priority List consideration (Article 26.10 D, Academic Collective Agreement) and after consideration of other qualified contract faculty. While the College recognizes that a unique skill set, along with teaching excellence, could identify a full-time Support Staff as the most highly qualified individual for the course offering, teaching is viewed as a *secondary* role for full-time support staff with their primary focus remaining on their full-time positions at the College. Part-time teaching assignments are limited to a maximum of 6 hours of teaching per week.

The following HR procedure is applicable to all full-time support staff at Fleming College:

1. The normal and recommended approach is for part-time teaching assignments to be timetabled *outside* of the regular work day in order to avoid operational impacts to the employee's home Department/School. Teaching assigned in this fashion does not require the submission of a Request for Approval form.
2. In exceptional circumstances where a teaching assignment must occur during the regular work day of a full-time support staff employee, operational impacts must be considered. Ideally, the Academic Chair will discuss part-time teaching assignments with the employee's supervisor in advance of approaching the employee.
3. Teaching requests receiving operational support must have a 'Request for Approval' form completed. The request form must have all required approvals completed before a teaching assignment can be accepted/confirmed.
4. The expectation of the College is that approved part-time teaching will be carried out *in addition* to the employee's regular duties and responsibilities to avoid negative operational impacts on the employee's home Department/School. All student contact (e.g. in-person; email; phone) shall be conducted outside of regular working hours on the employee's own time outside of normal working hours.
5. Where a part-time teaching assignment occurs during the employee's normal work day, a temporary change to the work schedule will be necessary; shift premiums will apply as per Article 7.5, Support Staff Collective Agreement:

MINOR SCHEDULE CHANGES – An example of a minor scheduling change would be to temporarily amend the work schedule from 8:30 am – 4:30 pm to a schedule of 7:00 am – 3:00 pm. Both of these shifts are still considered to be within the scope of a "day" shift. Three (3) weeks notice is required for schedule changes of this nature (Article 6.2.3, Support Staff Collective Agreement).

MAJOR SCHEDULE CHANGES – A major change in shift schedules is considered to exist when the amendment features switching the employee from a typical "day" shift to a shift that would be viewed as either an "afternoon" or an "evening" shift. An example of this would be to temporarily amend the work schedule from 8:30 am – 4:30 pm to a schedule of 12:30 pm – 8:30 pm. Scheduling changes of this nature require a formal review by the Union/College Committee before the teaching assignment can be considered for approval.

6. Employees cannot forego their rights under the Support Staff Collective Agreement for vacation time or lunch breaks in order to facilitate part-time teaching assignments during the regular work day. The College is viewed as a single employer and cannot assign work to an employee during their vacation or rest periods.
7. Payment for full-time support staff doing approved part-time teaching assignments will be administered at the appropriate part-time teaching rate for the hours taught **or** 1.5 times his/her current support staff hourly rate, whichever is greater. Payment for non-teaching academic assignments (e.g. development work) for full-time support staff will be administered in accordance with the non-full-time academic rates schedule.
8. Full-time support staff with approved teaching assignments must submit a Faculty Restriction form in accordance with the Academic Workload Development timelines.

Please refer to page 2 of this procedure document for the 'Request for Approval' form.

**APPROVAL FORM  
FULL-TIME SUPPORT STAFF  
TEACHING PART-TIME**



Please ensure you have read and understand the established HR procedure for Full-Time Support Staff Doing Part-Time Teaching on page one of this document. All signed approvals must be obtained **prior** to any full-time support staff employee accepting a part-time teaching assignment.

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE #: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_

ACADEMIC SCHOOL OFFERING THE TEACHING ASSIGNMENT: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_ COURSE CODE: \_\_\_\_\_

NUMBER OF TEACHING HOURS PER WEEK: *(maximum of 6)* \_\_\_\_\_

PROPOSED TEACHING DAY(S): *circle all that apply*

Monday      Tuesday      Wednesday      Thursday      Friday

PROPOSED TEACHING HOURS:

Begins At: \_\_\_\_\_ am / pm      Ends At: \_\_\_\_\_ am / pm

CURRENT SUPPORT STAFF WORK SCHEDULE:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

*One (1) hour lunch break required.*

PROPOSED TEMPORARY SUPPORT STAFF WORK SCHEDULE:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

*One (1) hour lunch break required.*

HOURLY RATE OF PAY FOR TEACHING: \$

*(the applicable part-time teaching rate or 1.5x current support staff hourly rate, whichever is greater)*

**APPROVALS:**

*No teaching assignment shall commence before all signed approvals are completed. Signatures constitute mutual agreement that all regularly assigned support staff responsibilities will be performed in their entirety during the teaching contract period.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Consultant: \_\_\_\_\_ Date: \_\_\_\_\_

**Paperwork Distribution: Employee → Supervisor → HR Consultant → HR Operations → Academic School & Academic Operations**