



Full-time Support Staff Teaching Parameters  
Fleming College

This document describes the human resources protocol for Full-Time Support Staff doing teaching at the College.

**NOTE: In accordance with the *Process for Contract Faculty Assignments*:**

***Full-time support staff will be considered for part-time teaching assignments only after the School has completed the required partial load priority list consideration and consideration of established contract faculty pools. Teaching is viewed as a secondary role for full-time support staff and administrators, with their primary roles being their full-time positions at the college. It is recognized, however, that a unique skill set, along with teaching excellence, could identify a full-time support staff or administrator as the most highly qualified individual for the course offering; therefore, hours will be offered first to this individual before contract faculty. Full-time support and administrative staff are limited to 6 hours of teaching per week.***

The following process for teaching assignments **must be** followed:

1. Full-Time Support Staff must complete the "Request for approval of daytime teaching assignment" form contained on the HR website. Teaching must be done at the beginning or end of the support staff shift so as not to create a "split shift" which would be in violation of the Support Staff Collective Agreement, Article 6.3.1. Teaching hours are in addition to normally assigned support staff hours per week.  
  
Note: If the teaching assignment is in the evenings the approval form is not required.
2. For daytime teaching, full-time support staff must have written permission from their supervisor as well as approval from the Support Staff Union/College Committee (see step 3 – if applicable) **prior to accepting any teaching assignment**. Note: Support staff cannot teach in excess of 6 hours per week.
3. If the request includes a requirement for shift change then this request must be sent to your HR Consultant who will forward it on to the Support Staff Union/College Committee for approval (in accordance with Article 6.3.3). The Support Staff Union/College Committee meets the last Tuesday of every month (September to June). Any requirement to change shift that extends the work day beyond 5 p.m. **must be** submitted to the Support Staff Union/College Committee for review **prior to accepting any teaching assignment**.
4. Full-time support staff will be paid the part-time teaching rate for hours taught **or** 1.5 times his/her support staff hourly rate, whichever is greater. Also, full-time support staff are to be paid a minimum of 1.5 times their support staff rate for any other faculty assignments ie. development work.
5. Support staff **cannot** use vacation time to teach at Fleming College as the College would be considered to be assigning work while on vacation.
6. Full-time support staff who teach must make arrangements to meet/interact with students outside of the hours of their regular support staff duties.
7. Full-time support staff who are approved to teach must submit a Faculty Restriction form in accordance with the academic workload development timelines.

If you have any questions regarding the application of this protocol, please direct your enquiries to your Human Resources Consultant.

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