



## Policy for Staff Employed to Teach For-Credit Courses

### No. 4071

**Policy Effective Date:**  
5/1/1995

**Last Revision Date:**  
1/10/2017

**Policy Owner:**  
Bryan Garey

**Policy Author:**  
(Contact Person)  
Ellen Banks

**Affected Parties:**  
Faculty  
Staff

**1.0 Purpose**  
**2.0 Policy**  
**3.0 Procedures**  
**4.0 Definitions**  
**5.0 References**  
**6.0 Approval and Revisions**

### 1.0 Purpose

The purpose of this policy is to outline the university's position regarding additional employment for classified staff and university staff teaching courses at Virginia Tech. Teaching classes refers to any paid employment within the university where the primary focus is teaching undergraduate or graduate classes outside the normal responsibilities of the employee's salaried university position. The policy provides guidelines for staff who do not teach classes as part of the normal responsibilities of their full-time job. Individuals teaching classes as part of the normal position, such as staff who are responsible for teaching laboratory classes as part of their full-time position, would not fall under these guidelines. In addition, this policy only applies to staff who have full responsibility for teaching a class; occasional lectures or short presentations are not covered under this policy.

### 2.0 Policy

It is the policy of Virginia Tech to allow qualified staff to teach graduate or undergraduate courses at the university. Once approval has been granted by the employee's department head, staff may seek additional or outside employment according to University Policy 4070, Additional/Outside Employment for Salaried Classified and University Staff (<http://www.policies.vt.edu/4070.pdf>). Academic departments may employ full-time staff to teach one course per semester. The employee must meet the criteria established for adjunct faculty as detailed in the Faculty Handbook ([http://provost.vt.edu/faculty\\_affairs/faculty\\_handbook.html](http://provost.vt.edu/faculty_affairs/faculty_handbook.html)). Non-exempt staff typically will not be appointed as adjunct faculty; exceptions will be determined by Human Resources in consultation with the appropriate dean.

### 3.0 Procedures

The following procedures were developed to provide guidelines for staff teaching classes at the university:

1. The college should concurrently initiate a request to the employee and to the employee's department head and supervisor requesting that the employee teach a course. The request should include the time the course will be taught and information regarding the qualifications required for adjunct faculty status. The employee and the supervisor should meet to arrange mutually acceptable work schedules after the application has been granted by the home department.
2. Class meeting times preferably should be outside the normal working hours of the primary position. If class meeting times occur during the normal work schedule of the primary position, staff employees may use applicable leave with supervisor approval or work extra hours to make up the time. See University Policy 4320, Guidelines for the Fair Labor Standards Act (<http://www.policies.vt.edu/4320.pdf>).



3. The employee is responsible for ensuring satisfactory performance in the primary position. The adjunct teaching job is not considered part of the primary position and, therefore, will not be considered part of the staff performance evaluation process.
4. Compensation for teaching classes will be negotiated between the department in which the employee is teaching and the employee teaching the class based on the rate paid by the department for other adjunct faculty with similar experience/qualifications for the same or similar course. If adjunct faculty rates have been established, the department should provide these rates to the employee. See University Policy 4320, Guidelines for the Fair Labor Standards Act (<http://www.policies.vt.edu/4320.pdf>).
5. Non-exempt employees whose regular duties and teaching duties combine to equal more than forty hours worked in a workweek will be paid overtime in accordance with University Policy 4320, Guidelines for the Fair Labor Standards Act (<http://www.policies.vt.edu/4320.pdf>).
6. Payment for the adjunct position will be made in accordance with University Policy 4296, Adjunct and Wage Faculty Payments (P14 Payments) (<http://www.policies.vt.edu/4296.pdf>)

## 4.0 Definitions

**Additional Employment:** Any work performed for payment inside or outside the university other than the primary salaried employment.

**Exempt Position:** A position that is not subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. The status of the position may be determined by contacting Human Resources.

**Non-Exempt Position:** A position that is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. The status of the position may be determined by contacting Human Resources.

**Staff:** Defined as salaried non-faculty employees, and includes Classified Staff and University Staff.

## 5.0 References

Faculty Handbook

[http://provost.vt.edu/faculty\\_affairs/faculty\\_handbook.html](http://provost.vt.edu/faculty_affairs/faculty_handbook.html)

Human Resources Forms Library

<http://www.hr.vt.edu/forms/index.html>

University Policy 4010, Policies Governing University Staff

<http://www.policies.vt.edu/4010.pdf>

University Policy 4070, Additional/Outside Employment Policy for Salaried Classified and University Staff

<http://www.policies.vt.edu/4070.pdf>

University Policy 4296, Adjunct and Wage Faculty Payments (P14 Payments)

<http://www.policies.vt.edu/4296.pdf>

University Policy 4320, Guidelines for the Fair Labor Standards Act

<http://www.policies.vt.edu/4320.pdf>



## 6.0 Approval and Revisions

Recommended by the Commission on Classified Staff Affairs.

Approved by CSA: April 12, 1995.

Approved by University Council: May 1, 1995.

Approved by the President: May 1, 1995. Issued as President's Policy Memorandum 156

- Revision 1  
All changes provide procedural clarification; no policy content changes were made.  
Approved February 3, 1999, by Director of Personnel Services, Linda Woodard.

October 10, 2001: Technical corrections to update policy links.

- Revision 2  
Reference to Policy 4292 Adjunct and Wage Faculty Payments (P14 Payments) has been added.  
Approved March 11, 2002 by Vice President for Budget and Financial Management, M. Dwight Shelton Jr.
- Revision 3
  - September 1, 2006 – Technical revisions include University Staff in accordance with resolution approved by the Virginia Tech Board of Visitors June 12, 2006 to cover University Staff under policies identical to the current human resources policies until the new human resources system is developed.
  - Policy title changed from “Policy for Classified Staff Teaching Courses” to “Policy for Staff Employed to Teach For-Credit Courses”.
- Revision 4  
Technical corrections to update web links.  
Approved February 19, 2010 by Vice President for Administrative Services, Sherwood G. Wilson.
- Revision 5
  - Technical corrections to update web links and modification to wording on new university policies for University Staff.
  - Clarification of which department approves request for additional outside employment and insertion of reference to form used to approve such employment.Approved July 25, 2013 by Vice President for Administration, Sherwood G. Wilson.
- Revision 6  
Removed item 3 under Section 3 Procedures as the P-36 Form will no longer be required for staff teaching for-credit courses. Technical updates to reference links.  
Approved January 10, 2017 by Vice President for Administration, Sherwood G. Wilson.