




Lyndon State College
Policies and Procedures

No. 257
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Ref: Personnel
Date: 7/1/16
Approval: 

**TITLE: Teaching and Other Additional Responsibilities
for Lyndon State College Staff & Administrators**
X Policy X Procedure Rule Regulation X Form

Policy on Alternative Work Schedule for Teaching or Other Additional Responsibilities:

Generally, teaching or other responsibilities for which an employee is receiving additional pay must be carried out during times other than the normal working hours established for the full-time employment responsibility. However, in extraordinary circumstances, when the additional responsibility must take place during the course of the employee's normal working hours, such exceptions must be approved in advance by the employee's supervisor. An alternative work schedule or planned use of appropriate accrued leave must be approved by the supervisor and forwarded to the Human Resource Office.

VSC Policy #206, Teaching Assignment for Administrative Personnel):

Administrative personnel may be assigned temporary or occasional teaching responsibilities by mutual agreement of the individual administrator and the College President. Teaching assignments for administrative personnel may be authorized by the College President when deemed in the best interest of students and the College. An administrator who is assigned teaching responsibilities must meet the minimum degree requirements applied to part-time faculty.

Administrative personnel with teaching assignments beyond those specified as part of their regular appointment shall be paid at a rate consistent with the VSC part-time faculty pay rates applicable to the college where the course is being taught. Teaching assignments for administrative personnel shall generally be assigned outside of normal working hours and shall not diminish their regularly assigned responsibilities and availability.

Full-time administrative personnel may not teach more than one course or a maximum of four credit hours in one semester without written approval by the College President or designee. If teaching responsibilities are to be incorporated into an administrative appointment, the appointment letter shall describe these responsibilities and the salary assigned shall encompass all responsibilities.

REQUEST FOR ALTERNATIVE WORK SCHEDULE

TO: LSC Office of Human Resources

FROM:

SUBJ: Other VSC Employment/Alternative Work Schedule

I have been offered VSC employment during the regular work day separate from my full-time position with Lyndon State College for the _____ semester or for the time period specified as follows: [start] _____ - [end] _____.

Other VSC employment includes but is not limited to a part-time teaching assignment and/or separately contracted work with Lyndon State College or another entity within the Vermont State Colleges. In accordance with LSC policy, I have discussed this opportunity with my supervisor and we have agreed on a revised schedule of work time that will allow me to accept additional employment but will still provide full-time commitment to my responsibilities and will not adversely affect the performance of my duties.

I understand that permission to engage in other VSC employment is not a presumptive right.

My revised work schedule and/or planned use of accrued leave is specified as follows:

Signature: _____ Date: _____

To be completed by supervisor:

- Approved
- Disapproved

Signature: _____ Date: _____

Forward to Office of Human Resources.