



Guidelines/Procedures for SHRA/CSS/DMSS Permanent Employees Teaching Classes

There are times when the university needs to use a current full-time SHRA/CSS/DMSS employee to teach class when other instructors are not available. Please review the guidelines below as they relate to SHRA/CSS/DMSS (1) FLSA non-exempt employees and (2) FLSA exempt employees. If you are unsure as to which category applies to the position/employee being considered, please contact the Human Resources Employment & Clinical Support Services Unit. **NOTE: Permanent full-time SHRA/CSS/DMSS employees can only teach one class per semester or the equivalent of three semester hours. *Teaching during the summer is limited to one class the entire summer due to the extended period of time required in the classroom.**

1. If an FLSA non-exempt employee works in an "occasional or sporadic" capacity, the employee can be compensated at straight time hourly rate; however, if the work involves teaching a course for a full semester, the Department of Labor does not interpret this to be "occasional or sporadic." If you determine that it is appropriate for the employee to teach a course, you must compensate him/her on an overtime payroll at time and one-half their current hourly established rate. Due to the restrictions of the wage and hour provisions of the Federal Fair Labor Standards Act, no appointment may be made for a full-time SHRA/CSS/DMSS non-exempt employee to teach a course without prior approval from the Department of Human Resources.
2. Although the Hours of Work and Overtime Policy prohibits FLSA exempt employees from receiving pay for work beyond 40 hours per week, exceptions are allowed in universities for employees to teach a course if a reasonable effort has been made to locate an outside employee and none is available and all the work is performed on the employee's own time. Human Resources is authorized to make the determination as to whether it is appropriate for a SHRA/CSS/DMSS exempt employee to teach a course on an occasional or sporadic basis or for a semester and receive additional pay, without approval from the Office of State Human Resources. This applies only to teaching an authorized course that is otherwise scheduled to be taught.

In order for an SHRA/CSS/DMSS employee to be approved to teach a class the following procedures should be followed:

1. The employing unit must first contact the employee's direct supervisor and clear these additional duties.
2. The employee's immediate supervisor must provide "written release" indicating that these duties will not interfere with the performance of his/her regular full-time duties.
3. The Director for Employment & Clinical Support Services must review and provide final approval prior to the start of the teaching assignment.

*An approval form is included to help expedite the process.

**EAST CAROLINA UNIVERSITY
REQUEST FOR SHRA/CSS/DMSS PERSONNEL TO TEACH A COURSE**

TO: ECU Human Resources/Employment Services

Date of Request:

FROM:

Department:

Requesting Official Signature

It is requested that the following SHRA/CSS/DMSS employee be allowed to teach a course. We certify that (1) this course will be taught outside of the employee's normal work schedule and (2) this work will not interfere with the performance of the employee's regular full-time duties. We also certify that the employee's decision to work in this capacity was made freely and without coercion.

Name of Employee:

ECU ID:

Position Classification:

Home Department:

Annual Salary:

FLSA Status:

* Non-exempt employees teaching a course must be compensated at an overtime rate of time and one-half of their normal hourly rate.

Semester: Fall Spring 1st Summer Session* 2nd Summer Session*

NOTE: Permanent full-time SHRA/CSS/DMSS employees can only teach one class per semester or the equivalent of three semester hours. *Teaching during the summer is limited to one class the entire summer due to the extended period of time required in the classroom.

Title of Course

Course Subject Prefix / Section Number

Number of Credit Hours

Compensation Amount*

APPROVAL:

Requesting department must first obtain approval from the employee's immediate supervisor. The Director for Employment and Clinical Support Services must review and provide final approval prior to the start of the teaching assignment. A copy of this form will be returned to the requesting party.

Supervisor Approval

Date

Director for Employment and Clinical Support Services, Human Resources

Date

Approval must be obtained prior to teaching the course.

A copy of the approval form will be maintained in the employee's personnel file.