

PANOLA COLLEGE – OFFICE OF HUMAN RESOURCES

POLICY FOR NON-EXEMPT EMPLOYEES ALSO TEACHING AS ADJUNCT FACULTY

Panola College supports our non-exempt professional and support staff employees who are also qualified and willing to teach as Adjunct Faculty for us. The institution is also cognizant of the need to properly pay non-exempt employees in compliance with the Fair Labor Standards Act (FLSA).

Rate of Pay

Under the FLSA where an employee in a single workweek works at two or more different types of work for which different non-overtime rates of pay have been established, the employee's regular rate for the week is the weighted average of such rates. FLSA further allows the use of a "Task" basis whereby employees are paid according to a job or task rate without regard to the number of hours required to complete the task. The IRS has provided guidance that adjunct employees should complete their work in 2.25 work hours for each credit hour taught times the number of weeks in a given semester. Upon the completion of the "task" the employee is credited with completion of the task though the employee may have worked more or less than the determined hours required. This weighted average is used to determine the Adjunct Faculty pay rate for non-exempt employees.

Required Paperwork

Departments will contract with a current non-exempt employee to teach as an Adjunct Faculty member by completing the Supplemental Faculty Contract form.

Financial Responsibility

There is no financial impact on the department that the non-exempt employee works regularly who is teaching as an adjunct faculty member. Using the weighted average method of determining an adjunct rate of pay will affect the department contracting the non-exempt employee. The weighted average may be higher than the established rates of adjunct pay. Panola College has determined that the department must pay either the adjunct pay rate or the weighted average pay rate, whichever is greater. The Non-Exempt Adjunct Pay Calculator will automatically indicate which rate of pay must be used.

Hiring Procedures:

To employ a current non-exempt employee as an Adjunct Faculty member the following procedures must be followed:

1. The hiring department must contact the Office of Human Resources to obtain the weighted average hourly rate of pay for the non-exempt employee. The attached calculator will be used to estimate the weighted average and cost of employment.
2. The department contracting with the employee must complete the hire using the Supplemental Faculty Contract and attaching a copy of the calculator worksheet to verify the salary to be paid.
3. A qualified non-exempt employee must seek approval from their department's supervisor to teach as an adjunct for the institution prior to accepting the teaching position.