

Section: COMPENSATION
Subject: Pay for Adjunct, Temporary and Student Employment
Number: HR 3430

I. Institutional Regulations

- A. Adjunct, Temporary and Student employees shall be paid the appropriate Board-approved pay rate from the Adjunct, Temporary and Student Pay Rates pay schedule.
- B. Adjunct, Temporary and Student employees shall not be paid until all required documentation has been submitted and authorizations received (see HR 3125, HR 3132, HR 3150).

II. Procedure

A. Adjunct Instructors

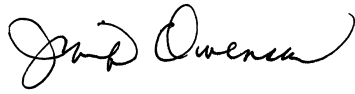
- 1. Adjunct instructors shall generally be paid by the course and shall be ineligible for overtime. An Adjunct substitute instructor shall be paid the hourly Substitute Instructor rate.
- 2. Pay Authorization
 - a. An Adjunct instructor teaching credit or 600 numbered non-credit courses shall have his/her pay authorized on an Adjunct Load Form, initiated by the supervising Provost/Dean/Director and submitted to Human Resources/Payroll.
 - b. An Adjunct instructor teaching 500, 700, or 900 numbered non-credit courses shall have his/her pay authorized on an Instructor Pay Form, approved by the supervising Provost/Dean/Director, and submitted to Human Resources/Payroll.
 - c. An Adjunct counselor or librarian, or an ABE/HiSET/HSE/ESL or Academic Achievement instructor shall have his/her pay authorized on a Non-credit Instructor Input Form and approved by the supervising Provost/Dean/Director, and submitted to Scheduling and Human Resources/Payroll.
 - d. An Adjunct employee who performs instruction-related work as listed on the Temporary, Adjunct and Student Pay Rates schedule under "Other Adjunct" shall have his/her pay authorized on an Electronic Personnel Action Form (EPAF) and approved by the supervising Provost/Dean/Director, and Human Resources.
 - e. Pay for an Adjunct substitute instructor shall be authorized on an Instructor Substitute Pay Form.
- 3. Generally, the pay authorization documents for Adjunct instructors teaching 500, 600, 700, and 900 numbered non-credit courses shall be submitted at the end of the course, at which time the employees shall be paid in a lump sum; and all others shall have their pay spread out over the term. Work hours for an adjunct counselor or librarian, an ABE/HiSET/HSE/ESL or Academic Achievement instructor, or adjunct employee performing instruction related work listed under "Other Adjunct" and authorized on an EPAF shall be reported to Payroll through Employee Web.

B. Temporary and Student Employees

- 1. Temporary and Student employees shall be paid on an hourly basis and shall be eligible for overtime after working more than 40 hours in a workweek (see HR 3445).
- 2. Employees may be classified as Student employees but paid the applicable Temporary rate if the work they perform is the same as that performed by Temporary employees.
- 3. If employees are classified as Student employees, a student account code shall be used in order to identify wages that are not subject to Unemployment Insurance and FICA.
- 4. Temporary and Student employee hours shall be reported to Payroll through Employee Web.

5. Temporary and Student employees shall have pay authorized on an Electronic Personnel Action Form (EPAF) and approved by the supervising Provost/Dean/Director, and Human Resources. Work Study Student employees shall have pay authorized on an Electronic Personnel Action Form (EPAF) and approved by the supervising Provost/Dean/Director, and Financial Aid.

APPROVED:



Executive Director, Human Resources

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