

## CCS Administrative Procedure

### 2.00.01 – K Adjunct Contracts for Classified-Overtime Eligible Staff

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#### Implementing Board Policy [2.00.01](#)

Contact: Human Resources Office, 434-5040

#### 1.0 Personnel Selection Objective and Responsibilities (summary of Board of Trustees Policy 2.00.01)

Community Colleges of Spokane (CCS) will adhere to merit-based personnel selection standards that ensure excellent operations, meet accreditation standards, provide students with a quality education, and affirm and promote diversity throughout CCS consistent with Board Policy [2.30.01](#) – Equal Employment Opportunity.

#### 2.0 Classified Assignments

Classified positions for the Community Colleges of Spokane are subject to the provisions of chapter [41.06 RCW](#), [WAC 357](#), negotiated collective bargaining agreement, as well as the provisions of the Federal Fair Labor Standards Act (FLSA).

- 2.1 If a classified or part-time hourly position is determined to be overtime eligible, the position must be paid a minimum of 1.5 times the base hourly rate for all time worked over 40 hours.
- 2.2 In general, a classified or part-time hourly employee should not work in multiple capacities for CCS, given the base position is overtime eligible. Further, a secondary assignment may negatively impact operations, the quality of education or the efficiency of the organization.
- 2.3 Community Colleges of Spokane does, however, acknowledge that when classified or part-time hourly employees accept instructional assignments, such assignments may improve the quality of education and the efficiency of the organization given the student learning experiences obtained.

#### 3.0 Classified Serving as Adjunct Faculty

In limited situations, a classified or part-time hourly employee may serve as an adjunct faculty member for purposes of a specific instructional assignment. The following conditions apply to any such assignment:

- 3.1 This exception is only available if extenuating circumstances exist, as determined by the appointing authority. Examples of extenuating circumstances include, but are not limited to:
  - 3.1.1 Unavailability of adjunct faculty with the required qualifications
  - 3.1.2 Unforeseen, last minute unavailability of a prospective adjunct faculty member
  - 3.1.3 Mid-quarter cancellation of an adjunct contract
  - 3.1.4 The classified or part-time hourly employee possesses the minimum qualifications required by WAC, policy, procedure, accreditation standards, or contractual agreement.
  - 3.1.5 The classified employee has passed probation.
  - 3.1.6 Assignment is made and occurs outside the employee's schedule.
- 3.2 The classified or part-time hourly employee may only work in a maximum of two pay categories during that academic quarter in which he/she works as an adjunct faculty member (e.g. classified, exempt, and adjunct).
- 3.3 A classified or part-time hourly employees who also teaches as an adjunct must be compensated in compliance with the faculty master contract adjunct salary schedule and the Fair Labor Standards Act (FLSA) including appropriate overtime pay for any work in excess of forty (40) hours per work week, as follows:

- 3.3.1 Full-time classified: if the classified employee is regularly scheduled for forty (40) hours in a workweek and the appointing authority approves an adjunct contract, the adjunct hourly rate must be at a minimum 1.5 times the employee's base classified hourly rate of pay. For example, if a classified employee's regular rate of pay is \$20.00 per hour, the employee can only receive an adjunct faculty contract if the appropriate adjunct rate is at least \$30.00 per hour ( $\$20.00 \times 1.5$ ).
- 3.3.1.1 If the full-time classified employee's base hourly rate of pay is not at least 1.5 times the adjunct hourly rate of pay, then an adjunct contract is not possible for this employee.
- 3.3.2 Less than full-time classified, or part-time hourly: if the classified or part-time employee is regularly scheduled for less than forty (40) hours in a workweek and the appointing authority approves an adjunct contract, the employee may work in an adjunct capacity as long as the employee does not work more than a total of 40 hours in a workweek. For example, if the employee is scheduled for 20 hours in a workweek and their base rate is \$20.00 per hour, the adjunct contract hourly rate can be any amount, as long as the additional adjunct hours, when combined with the employee's classified or part-time hourly work hours, do not exceed forty (40) hours in a workweek.

#### 4.0 Adjunct Rate

If a classified employee is approved to work in an adjunct capacity, the adjunct salary schedule will be applied to the adjunct assignment, consistent with the terms of the master contract.

#### 5.0 Assignment Authority

The appointing authority shall approve adjunct assignments of qualifying classified employees consistent with this procedure. The appointing authority shall also be authorized to cancel any adjunct assignment, without right to review or appeal.