

GEAR UP Utah Adjunct Teaching Policy

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GEAR UP Utah is committed to complying with the federal Fair Labor Standards Act (FLSA), the current regulations and policies mandated by Utah Valley University and applicable state laws governing these policies. This policy sets forth and explains GEAR UP Utah's requirements related to its staff and adjunct teaching. While GEAR UP Utah welcomes and encourages qualified staff to expand their professional opportunities at the university, it is important to provide additional clarification on student facing positions and adjunct teaching.

Full-time exempt staff and executives are expected to work as many hours as needed to complete their job duties at a minimum of 40 hours per week in accordance with a work schedule established by the supervisor. Full-time exempt staff and executives are paid on a salary basis and are not entitled to overtime comp.

Exempt staff and executives have *primary* employment and *professional* responsibility to the University.

An academically qualified, full-time exempt staff or executive who is selected through the University's hiring process for an adjunct teaching assignment in addition to his or her primary job duties, may only accept such assignment *with approval* from his or her immediate supervisor, supervisory vice president, *and* dean of the school/college of the course to be instructed. The employee must be in good standing and not under any formal corrective action (i.e., Written Warning Notice or Final Written Warning Notice).

Full-time exempt staff and executives are *limited to one section or up to three credit hours*, whichever is greater, adjunct teaching assignment per semester.

Course meeting times and all course preparation should be *outside* of the employee's normal working hours. If course meeting times occur during the employee's normal working hours, the employee shall *request and receive* prior supervisor approval to (a) use his or her scheduled lunch hour or (b) adjust the start or end time of his or her regular workday.

An approved adjunct teaching assignment, including the related work (i.e., class preparation, grading, advising/meeting with students, etc.), *may not conflict* with or detract, distract, or divert from the employee's full-time duties, performance of those duties, or the operations of the employee's department.

An approved adjunct teaching assignment *must be outside of the scope of the job duties for which the employee receives base pay*. Full-time exempt staff and executives with an approved adjunct teaching assignment will be compensated in accordance with UVU's adjunct pay rate and pay dates.

Student Facing Positions: GEAR UP Utah offers student facing services, therefore, *only* requests that do not overlap regular high school and middle school schedules *will be permitted*. Employees may take their last scheduled hour as a lunch period, if necessary.

GEAR UP staff requesting approval for adjunct teaching, or professional development outside the scope of work offered by GEAR UP Utah, should submit a *written* request to their supervisor. The request must provide credit hours, schedule, coverage if necessary, and any additional information the supervisor may deem necessary. *No adjunct teaching position can be accepted if the supervisor has not provided a written approval to the request.*

Source: Utah Valley University, Policy 327

<https://policy.uvu.edu/viewer/web/viewer.html?file=/getDisplayFile/580a4ce2659a739107e37e23#search=327&phrase=true&page=0>

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