



## OPERATING PROCEDURES

SUBJECT: **PART-TIME HOURLY & ADJUNCT PERSONNEL – MAXIMUM HOUR RULE**

When calculating maximum part time employment hours, the following rules should be applied:

- 1) A part time employee can teach as an adjunct at most 12 credit hours in a given semester. Exceptions must be approved by the Vice President of Academic Affairs.
- 2) A part time employee can work a maximum of 29 hours per week.
- 3) When a part time employee also teaches, one credit hour will be counted as 2.25 hours per week.

CREDITS TAUGHT	PART- TIME HOURS
0	29
1	26.75
2	24.50
3	22.25
4	20.00
5	17.75
6	15.50
7	13.25
8	11.00
9	8.75
10	6.50
11	4.25
12	2.00

FORMULA

$$1 \times 2.25 = 2.25; 29 \text{ hours} - 2.25 = 26.75$$

- 4) When a part time employee is assigned a contract that list total hours only (see sample contract/example on next page), **insert the known values** into the following formula:

Total Cost/Rate of Pay=Total Hours/Number of Work Days=Hours per Day x 5 days a week=Hours per Week

A part time employee may fall into combination situations where they may be teaching, working on special projects, providing professional services (i.e. choreography, mentoring, clinical programs, etc.) and/or employed in the typical hourly support capacity. Regardless of the mixture, employees cannot exceed 29 hours per week and it is the **“joint” responsibility** of the employee and hiring supervisor(s) to ensure they stay within the maximum hour rule.