



BOARD POLICY

No. 718

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

TEACHING ASSIGNMENTS FOR STAFF

The Board of Trustees recognizes that qualified non-teaching personnel accepting teaching assignments can be beneficial to both the employee and the District.

Classified, Management, Supervisory and Confidential staff who meet minimum qualifications may accept part-time teaching assignments during non-work hours.

When necessary, a teaching assignment can be scheduled during the regular work hours if the employee and the employee's supervisor develop a written plan including how the normal work hours will be adjusted and/or vacation leave will be used. The plan shall be signed by the employee, the supervisor and the respective Vice President. The plan shall be submitted to Human Resources with a copy to the Superintendent/President.

Adopted: March 7, 1990
Revised: March 14, 2012