

**CHAPTER 2: Administration and General Institution**  
**ADMINISTRATIVE PROCEDURE NO. 2.09.3**

**Administrative Procedure**  
**San Mateo County Community College District**

**Subject:** AP 2.09.3 Teaching Assignments for Classified Employees

**Adoption Date:** 10/14

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1. Classified employees must obtain written authorization from their manager to teach in addition to their regular duties. This approval must be obtained prior to accepting a teaching assignment.
2. The teaching assignment cannot interfere with the employee's classified job duties. If the teaching assignment would require a reduction in classified hours or a change in schedule, the employee must obtain written authorization from his or her manager.
3. For classified employees who are scheduled to work fewer than the minimum hours required to obtain District benefits, the teaching assignment cannot result in the employee being scheduled for 30 hours or more per week. If the teaching assignment would result in more than 30 hours per week of work for the District, the employee must seek management approval to reduce the classified work schedule in order to keep to the total number of hours worked to less than 30 hours per week.
4. Teaching Assignments for all classified employees shall not exceed one class or the equivalent as determined by the College President per semester (including summer), unless special permission is recommended by the College President (if applicable) and approved by the Vice Chancellor, Human Resources and Employee Relations.
5. The teaching pay rate must be higher than the blended overtime rate if the teaching assignment results in the classified employee exceeding 37.5 hours per week. If the teaching pay rate is not higher than the blended overtime rate, the employee can seek management approval to (a) reduce the classified work schedule in order to keep to the total number of hours worked to 37.5 hours or less per week or (b) work in excess of 37.5 hours per week.