

## **AP 7240-1 Management Employees – Workweek; Teaching by Managers**

- 1.0 The regular workweek for management employees consists of five full days of professional services, typically rendered Monday through Friday, with a minimum expected work week of 40 hours. Unless other arrangements have been approved by the College President or the Chancellor, management employees are expected to perform services on a full-time basis.
- 2.0 Management positions are excluded from overtime compensation provisions and do not receive additional pay for hours worked beyond 40 per week. Management employees may have some flexibility in their work hours, as approved by the management supervisor.
- 3.0 Management employees are required to report the hours of use of accrued leave (e.g., vacation, sick leave, personal necessity leave) monthly in a manner prescribed by the District. A management employee who has not taken any deductible leave in a month shall certify that the employee worked during the month and had no deductible leave.
- 4.0 Deductions from pay will be taken for absences for personal reasons or illness or injury when leave is not used by the employee because:
  - 4.1 permission for leave has not been sought or has been sought and denied;
  - 4.2 accrued leave has been exhausted;
  - 4.3 the employee chooses to use leave without pay.
- 5.0 **Teaching By Management Employees:** If approved by the immediate management supervisor, a management employee may assume a teaching assignment within the District, for which he or she is qualified, subject to the following:
  - 5.1 During Regular Duty Hours: If the class assigned to the management employee meets during the employee's regular duty hours, as determined by the immediate management supervisor, the employee will not receive additional compensation for the teaching assignment.
  - 5.2 Outside of Regular Duty Hours: If the class assigned to the management employee meets outside of the employee's regular duty hours, as determined by the immediate management supervisor, the employee will be compensated for the teaching assignment in accordance with the Adjunct Faculty Salary Schedule.
  - 5.3 Overlap with Regular Duty Hours: If the class assigned to the management employee meets partially during the management employee's regular duty hours and partially outside of regular duty hours, as determined by the immediate management supervisor, the employee will be compensated on a prorated basis for that portion of the class that meets outside of the regular duty hours, in accordance with the Adjunct Faculty Salary Schedule.
  - 5.4 Noninstructional Duties Relating to Teaching: Management employees who assume teaching assignments will be compensated according to the above provisions only for time spent performing classroom instruction. Noninstructional duties related to

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teaching assignments such as preparation, grading, etc., are not subject to additional compensation to the management employee.

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