

# Rock Valley College

## RVC Board Policy 3:40.030 Employees Serving as Instructors Arts and Sciences/Career Education (AS/CE)

Subject to supervisory approval, non-faculty employees of Rock Valley College who are qualified and who have been requested by an academic department to teach a specific course in Arts and Sciences or Career Education may teach classes outside of their regular work hours. Any employee wishing to engage in instruction during regular work hours must submit a schedule of work hours to be made up to their immediate supervisor for approval and sent to Human Resource Department prior to the start of instruction.

Where applicable, this Policy will be administered with the College's collective bargaining obligations.

**Reference:** Board Report 6628, 8377

**Implemented:** June 30, 2009

**Revised:** April 8, 2014; April 28, 2026