

OZARKS TECHNICAL COMMUNITY COLLEGE
Permission to Teach Adjunct Class(es)

This form must be signed and turned in to the Human Resources office before classes begin for the selected semester. A new form must be submitted for each semester that you plan to teach. For example, if you plan to teach a summer class and a fall class, you must submit two separate forms. **In addition, non-exempt personnel with an hourly wage of \$22.67 or higher (annual salary of \$47,146.67 or higher) are ineligible to teach classes due to the Fair Labor Standard Act Federal guidelines.**

Eligible Non-Exempt

Eligible Exempt

I, _____, request permission to teach adjunct class(es) during the following semester:

Fall Spring Summer Year

I plan to teach the following courses:

Course Name, Section and Time

Course Name, Section and Time

Employees are limited to two classes not to exceed 6 credit hours per semester. Only under extreme emergency situations may staff teach an additional class.

Additional Course

I request permission to teach more than two classes during the selected semester.

Course Name, Section and Time

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Vice Chancellor

Date

Signature of Vice Chancellor for Academic Affairs

Date