
MEMO OF UNDERSTANDING

SEMESTER DATE YEAR: _____ TERM: _____

EMPLOYEE: _____ ID#: _____

IMMEDIATE SUPERVISOR: _____

RE: TEACHING DURING REGULAR WORKING HOURS

The College of Southern Idaho encourages and supports the pursuit of non-instructional staff in teaching courses within their area of expertise. Due to limited course offerings, the College recognizes that staff teaching courses may have to do so during regular working hours. Staff must also recognize that the operational needs of the College must take precedence over release time to teach classes.

Based on the needs of both the College and staff who are otherwise employed, the following guidelines have been set concerning instruction provided during regular working hours.

- Staff should make every attempt to schedule teaching of classes during hours they are not working.
- Staff must request permission from their supervisors to vary their schedules in order to teach.
- Time away from scheduled work hours to teach classes must be made up using compensation time, vacation leave, leave without pay or made up outside regular work hours. (Please attach teaching schedule and when time will be made up)
- All preparation work, grading and class work with students **MUST** be done outside of regular working hours.

I agree to the terms and conditions as specified:

Employee

Immediate Supervisor

Instructional Supervisor