

DUAL ASSIGNMENTS
(effective 1/1/2008)

Collin employees may hold dual part-time assignments. The assignments may include Associate Faculty and part-time staff assignments. In order to comply with FLSA, the Associate Faculty assignment must be primary based upon the percentage of the workload. In addition, the total number of hours worked per week may not exceed 19.5 hours, as per Collin policy. To assist departments in compliance, the following guidelines are given:

- FT non-exempt employees may not hold an Associate Faculty assignment.
- Employees may hold dual assignments in a PT non-exempt position and as an Associate Faculty member, provided the number of teaching hours and PT assignment hours adhere to the table below. This table ensures that the number of PT hours is less than the number of teaching hours. Additionally, the table ensures that the total hrs/wk do not exceed 19.5 hrs.
- Employees requesting dual PT assignments must work with their supervisors to ensure that the assignments do not interfere with the number of hours or schedules required by the two assignments. The approval to hold dual PT teaching and non-exempt staff assignments is not automatic and is based upon the supervisors' review of work load, assignments, schedules and departmental priorities and other similar considerations.

Lec/Lab	Max PT Hrs		Lec/Lab	Max PT Hrs		Lec/Lab	Max PT Hrs
0/1	2		3/1	10		6/2	11.5
0/2	4		3/2	12		6/3	10.5
0/3	6		3/3	13.5		7/0	12.5
1/0	2.5		4/0	10.5		7/1	11.5
1/1	4.5		4/1	12.5		7/2	10.5
1/2	6.5		4/2	13.5		7/3	9.5
1/3	9		4/3	12.5		8/0	11.5
2/0	5		5/0	13		8/1	10.5
2/1	7		5/1	13.5		8/2	9.5
2/2	9.5		5/2	12.5		8/3	8.5
2/3	11.5		5/3	11.5		9/0	10.5
2/4	13.5		6/0	13.5		9/1	9.5
3/0	7.5		6/1	12.5		9/2	8.5
						9/3	7.5

Examples:

- An employee who teaches 3 weekly contact hrs may work up to 7.5 hrs/wk in a PT assignment.
- An employee who teaches 6 weekly contact hrs may work up to 13.5 hrs/wk in a PT assignment.
- A non-exempt employee who works 19.5 hrs/wk may not teach.