



University of Idaho

Office of the Provost and
Executive Vice President

Temporary Instructional Assignments for Existing Classified Staff or Hourly Employees With a Primary Position at UI

The Fair Labor Standards Act (FLSA) requires that employees with an hourly position (i.e. classified staff, temporary employees, students) be compensated by the employer (University of Idaho) at a rate of 1.5 hours for hours worked over 40 hours during the defined work schedule, Sunday through Saturday.

Hourly employees assuming an additional part-time instructional role must have their primary supervisor's approval if a flexible work schedule is needed, and assurance for no disruption in the primary job work.

In order to continue providing University hourly employees an opportunity to instruct University courses for institutional credit, hourly employees must be paid on an hourly basis.

Hourly employees that work, including an additional part-time teaching appointment, are required to be compensated at a rate of 1.5 hours when they work more than 40 hours during a week.

Considerations:

- If the hourly employee does not work 40 hours or more at their primary job, the instructional hours will be paid at the straight hour until they reach greater than 40 hours.
- If leave (annual, sick, etc.) is used during the work week, instructional hours will be paid at the straight hour until the employee's hours worked reach 40 hours during the corresponding work period. Using leave does not count as working hours.
- If the hourly employee works greater than 40 hours at their primary job, they will be compensated at 1.5 hours for every hour over 40 for the primary job as well as the instructional job.
- The instructional appointment will be processed as cash and paid out through the corresponding pay period, regardless of the employee's overtime election on their primary job.
- **NOTE:** Please remember that during instructional breaks (i.e. Thanksgiving break, spring break, holidays, etc.) the hourly employee may or may not be logging hours for instructional work since classes are not offered. If hours are logged, be aware of policies related to compensation for holidays.

In order to ensure equity in the rate of compensation, the established rate per course or credit in each college should be converted to an hourly rate. The temporary faculty instructional FTE chart should be used as a guide to estimate the FTE and work hours required to instruct the course.

The hourly employee will be compensated on an hourly basis and therefore will need to track actual hours worked to instruct the course and complete all associated responsibilities with the instruction. It is anticipated that the hours required to instruct the course and the associated responsibilities are overall very similar to those established for temporary faculty. It is the responsibility of the instructional supervisor to manage the hours for teaching the course.

The final amount of compensation to an hourly employee for the instructional assignment may vary (higher or lower) from the standard course or credit rate because the actual hours worked must be recorded.

An additional appointment, which requires completion of a timesheet, will be initiated by the instructional unit. The course rate of pay will be established in the additional appointment. The timesheet system, will track the hours for both the primary and additional appointment. The rate of pay will be blended between the two appointments, appropriately compensating 1.5 hours for each hour over 40 worked by the hourly employee in order to satisfy the FLSA law.

Hiring Process: Reference the “Temporary Faculty Hiring Guideline” document for the guidelines pertaining to temporary faculty hiring and rules.

- Classified staff, active appointment: submit a staff change of pay form indicating instructional compensation for approval to hr@uidaho.edu.
- Temporary hourly employees and students, active appointment: submit TH instructional compensation form for approval to provost@uidaho.edu.
- Exempt staff, active appointment: are exempt from reporting hours, FLSA exempt. Complete the staff change of pay form indicating instructional compensation for approval to hr@uidaho.edu.
- University faculty and temporary faculty, active appointment: submit a faculty change of pay form indicating additional compensation for approval.
- No active appointment: hire as temporary faculty.

Below is a **sample ONLY** of estimated compensation that can be anticipated by hiring an hourly employee to teach a 3 credit course. Final compensation is based on actual hours worked.

3 Credit Course Rate (samples)	3 Credit Course Hrly Rate Rate/Hrs	Typical temporary faculty FTE, 3 credit course	Total Hours anticipated for semester, 3 credit course Max 1 fte=720 hrs *.200fte	Typical hours per day	Typical hours per pay (2 weeks)	Potential work hrs for instruction 144x1.5	Estimated classified staff pay based on estimated hours
\$10,000	\$69.44	.200	144	1.60	16.0	216	\$14,999.04
\$8,000	\$55.56	.200	144	1.60	16.0	216	\$12,000.00
\$3,500	\$24.31	.200	144	1.60	16.0	216	\$5,250.96

NOTE: The supervisor is legally responsible for the accurate reflection and record of the hourly employee’s time. Consequences will ensue if an employee is advised to inaccurately report time.