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## **PAYMENT TO SHRA EMPLOYEES FOR TEACHING**

UNCG HRS  
Office of State Personnel  
Scope: SHRA  
Effective: January 16, 1992

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Occasionally it becomes necessary for a current full-time SHRA employee to teach a class when other instructors are not available. When this involves one employee and two agencies or universities, the situation is handled in accord with the policy on dual employment. When it is within the University, the following applies:

### **SHRA Employees Subject to the Fair Labor Standards Act (FLSA)**

If an FLSA non-exempt employee works in an "occasional and sporadic" capacity, the employee must be compensated at straight time on the overtime payroll, however, the Department of Labor does not interpret teaching a course for a full semester to be "occasional and sporadic." Therefore, a non-exempt SHRA employee who teaches a course must be compensated on an overtime basis at time and one-half the established rate.

### **SHRA Employees Exempt from the Fair Labor Standards Act (FLSA)**

Employees who are exempt from FLSA are prohibited from receiving pay for work beyond 40 hours per week. An exception to this policy is allowed for such an employee to teach a course upon certification that a reasonable effort has been made to locate an outside employee with none being available and that all work is performed on the employee's own time.

Application of this policy is determined by the Associate Vice Chancellor for Human Resources