

**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 \$22.22 or higher (annual salary of \$46,217.60 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