

**Approval Authority:** President's Office**Last Approved:** March 8, 2021**Administrative Responsibility:** Human Resources**Next Review:** 2024-2025

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## **POLICY**

NVIT recognizes and supports exempt employees who wish to seek opportunities to teach either for NVIT and/or for other post-secondary institutions. Where exempt employees are successful in being selected to teach, the following will apply:

1. Exempt employees may teach a maximum of one NVIT course per semester to a maximum of two per calendar year, upon prior approval from their supervisor and the President.
2. The intent of this policy is to capture all NVIT teaching opportunities including both base funded courses on or off campus, as well as Community Education courses.
3. Where an exempt employee is a "community request" to teach a non-union course for Community Education, the maximum number of courses as per sub-section (1) will still apply.
4. Vacation must be taken if the course is scheduled during regular work hours. (8:30-4:30 M-F)
5. In the event a course is scheduled over a semester, and upon approval from the exempt supervisor and the President, the exempt employee may be approved for a modified work schedule where the employee can "make up" the time rather than take vacation.
6. Where an exempt employee is loaded with a teaching assignment as part of their regular workload, this policy is not applicable, and article 8.2 of the collective agreement will apply.
7. This policy does not apply for exempt employees who agree to do Directed Studies/PLAR courses.
8. Where an unforeseen vacancy occurs, or in an emergency situation, variances to this policy may be approved by the President.
9. Exempt employees who wish to teach for a post-secondary institution other than NVIT shall consult with their supervisor prior to accepting the offer.

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