

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
REGULATION NO. – AR 5.4**

**TITLE:** **WORKFORCE EDUCATION NON-CREDIT INSTRUCTIONAL PERSONNEL  
PAY RATE**

**EFFECTIVE DATE:** **JULY 27, 2004; REVISED 2/11/2020**

**DEFINITION:** This regulation delineates the parameters within which program coordinators and managers, under the supervision of the Dean of Community Engagement & Partnerships, may negotiate contracted pay rates for Workforce Education non-credit instructional personnel assigned to Workforce Education projects.

**PROCESS:**

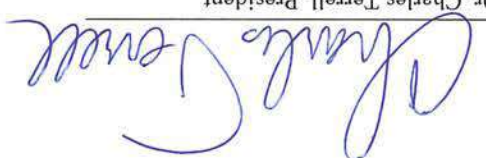
1. At the beginning of each fiscal year, a standard facilitator hourly pay rate will be established in each of the programming areas. This rate shall be based on current market conditions, pay rates of similar positions in other College departments, and guidance from the Human Resources Office.
2. An individual's actual contracted pay rate may be increased by no more than 25% above the standard pay rate based on the following considerations:
  - a. Special certifications and/or credentials required by program content and/or client specifications that are not commonly held.
  - b. Extensive work experience in the required field.
  - c. Education, training, experience and/or credentials well beyond the minimum required for the content to be presented.
  - d. Proven record of success with the College either through credit or noncredit programming as documented through participant and supervisor evaluations.
3. An individual's actual contracted pay rate may be decreased by no more than 25% below the standard pay rate based on the following considerations:
  - a. Evaluation/probationary period of not more than three (3) facilitation projects. Individuals may be elevated to standard rate based on successful participant and supervisor evaluations.
  - b. Projects which require individuals with only general or commonly held credentials (such as high school diplomas, etc.)
4. Any contracted pay rate more than 25% above the standard rate must be recommended by the Dean of Community Engagement & Partnerships and approved by the President. The primary reason for any such increase must be documented in writing by the Dean and would include such considerations as the

requirement for extremely specialized and/or locally rare credentials, knowledge or experience. Documentation must also include explanation of how program revenue will offset the increase in individual pay.

5. An individual's contract for services may include a clause for lowering the contracted pay rate based on low participant enrollment when applicable.
6. Individuals may volunteer and then be contracted without compensation for Community Education classes when appropriate.
7. Individuals may be reimbursed for materials in special circumstances wherein they have unique access to specialized materials in their possession that are required for instruction. In such cases, this special reimbursement must be documented as such on the "Agreement for Professional Services" and paid through invoice as specified in AR-5.1.
8. Individual pay rate may be supplemented for extensive travel if the individual must travel more than one hour (round-trip) from home or between instructional sites or if extenuating circumstances such as inclement weather and/or project scheduling requires overnight hotel stays. In such cases, this special reimbursement must be documented as such on the "Agreement for Professional Services" and paid through invoice as specified in AR-5.1.
9. Individuals may be paid for curriculum development (development of a new course with new instructional content). In such cases, individuals may be paid their contracted hourly rate for no more than half of the instructional hours to be delivered. In such cases, this special reimbursement must be documented as such on the "Agreement for Professional Services" and paid through invoice as specified in AR-5.1.
10. Individuals may be paid for instructional preparation (review of curriculum materials in preparation to teach a class). In such cases, individuals may be paid no more than 40% of the standard instructional rate for half of instructional hours to be delivered. No individual may be paid for preparation time for any class that has been taught by that same individual within the previous calendar year. In such cases, this special reimbursement must be documented as such on the "Agreement for Professional Services" and paid through invoice as specified in AR-5.1.

The Dean of Community Engagement & Partnerships is primarily responsible for implementation, interpretation, and review of this regulation.

Approved by IFT: 1/13/2020  
Approved by President's Cabinet: 2/11/2020  
Reviewed by Board of Governors: 2/19/2020

Dr. Charles Terrell, President  


DATE  
