

ISSUING ORG: **TRAINING & DEVELOPMENT**

LAST UPDATE
02/08/2015

REPLACES
11/24/2009

SUBJECT: **PART-TIME INSTRUCTIONAL STAFF**

APPROVAL
GM, T&D

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CONTENT

* This instruction describes the procedures and regulations pertaining to the job assignment of part-time instructional staff (teachers, trainers, and instructors). Major topics in this instruction are:

1. Definition
2. Classification
3. Programs Assigning Part-Time Instructional Staff
4. Qualifications and Selection of Part-Time Instructional Staff
5. Rates of Pay for Part-Time Instructional Staff
6. Workload of Part-Time Instructional Staff
7. Approval Authority

1. DEFINITION

- * Part-time instructional staff is company employees assigned to perform instructional duties outside their normal eight-hour workdays, as long as such an assignment is not an extension of the employees' normal duties required by their assigned job titles.

Note: Incumbents whose job titles are listed in the below table will be compensated according to their individual overtime hourly rate and are not eligible for part-time status.

2. **CLASSIFICATION

Part-time instructional staff shall be classified as personnel possessing the qualifications and expertise necessary for carrying out instructional assignments required of incumbents in any of the following positions:

JOB TITLE	JOB CODE	SALARY CODE/ JOB GRADE
Industrial Skills Instructor II	6006-1	008
Industrial Skills Instructor I	6005-H	009
Industrial Skills Trainer II	6004-H	010
Industrial Skills Trainer I	6003-H	011
Teacher/Arabic	2593-I	010
Teacher/Arabic as a Second Language	4470-G	011
Advanced ITC Teacher	9816-G	011
ITC Teacher	9447-G	010
Admin. Skills Instructor II	6011-I	008
Admin. Skills Instructor I	6010-H	009
Admin. Skills Trainer II	6009-H	010
Admin. Skills Trainer I	6008-H	011
Senior ITC Teacher	7601-G	012
Senior Industrial Skills Trainer	6002-H	012
Senior Admin. Skills Trainer	6007-H	012

* CHANGE

** ADDITION

☐ NEW INSTRUCTION

☐ COMPLETE REVISION

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Senior Systems Industrial Trainer

SAP Job Key: 20006976

013

* 3. PROGRAMS ASSIGNING PART-TIME INSTRUCTIONAL STAFF

- 3.1 Industrial training centers (ITCs) including academic, job skills and on-the-job training (OJT) facilities, use part-time instructional staff in T&D training programs work schedules that are not in conflict with their normal duties.
- 3.2 Other organizations conducting similar training programs may use part-time instructional staff to work outside their normal working hours on the same basis.

* 4. QUALIFICATIONS AND SELECTION OF PART-TIME INSTRUCTIONAL STAFF

- 4.1 In selecting candidates for the part-time teaching positions, the minimum requirements (education, prerequisite work experience, licenses required, completion of ITC courses (if required), Saudi Aramco certification completions and other requirements as applicable) stated in the current job description for the specific position shall be adhered to.
- 4.2 The evaluation of individual qualification, selection and proper classification of part-time instructional staff shall be the responsibility of the division head where the training/education occurs.
- 4.3 Part-time instructional staff may be selected from among T&D personnel and from among company employees in other work organizations. Preference will be given to employees who have previous or recent teaching experience in the same field/subject.

* 5. RATES OF PAY FOR PART-TIME INSTRUCTIONAL STAFF

- 5.1 Compensation for part-time hours worked over and above the regular eight-hour workday shall be paid in accordance with the applicable part-time hourly rate as published by HR Policy & Planning (HRP&P). The rates for the various payrolls include overtime premium and are based on the salary code level of the job performed. Part-time instructional staff is compensated in accordance with the hourly rates applicable for the salary codes of the job performed and not their current jobs.
- 5.2 To compensate for all necessary time spent outside the classroom/workshop in teaching-related activities, such as lesson preparation, evaluation of trainees' work, and preparation of quizzes/work sheets, part-time instructional staff shall be credited with an additional 0.4 of one hour (premium time) for each part-time hour actually spent in contact with the trainees in a classroom/workshop situation. The time sheets of part-time instructional staff shall be annotated to reflect this additional preparation time.

* 6. WORKLOAD OF PART-TIME INSTRUCTIONAL STAFF

- 6.1 Part-time instructional staff may be scheduled for not more than two part-time contact teaching hours a day outside their normal eight-hour day during the regular five-day work week.
- 6.2 Scheduling of part-time instructional staff to teach more than two contact teaching hours a day during the regular five-day work week or any hours during weekends requires prior approval of the division head of the organization where part-time teaching occurs.

* CHANGE

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SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL	GI NUMBER APPROVED 1800.003	
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7. APPROVAL AUTHORITY

Wage Actions: All part-time teaching actions shall be approved by the department head of the organization where the part-time teaching occurs by a letter addressed to the Manager, Operations Accounting Department. There is no need for processing 8000 Profile actions for the purpose of authorizing payment for part-time teaching.

Concurred: _____

Administrator
Program Development & Quality Assurance Division

Date: _____

Concurred: _____

Director
HR Policy & Planning Department

Date: _____

Concurred: _____

Director
Personnel Department

Date: _____

Concurred: _____

Manager
Operations Accounting Department

Date: _____

Concurred: _____

Director
Training Technical Support Department

Date: _____

Concurred: _____

Director
Industrial Training Department

Date: _____

Concurred: _____

Director
Educational Partnerships Department

Date: _____

Approved: _____

General Manager
Training & Development

Date: _____

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☐ COMPLETE REVISION