

Central Alabama Community College

Adult Education Program Policy

Pay Policy

1. Adult Education Teachers or Teacher Aides may claim pay for the scheduled and approved hours during which they provide direct instruction to adult learners.
2. An AE Teacher or Teacher Aide who leaves the classroom for an extended period for personal reasons must sign out and not report for pay the time they were absent.
3. Adult Education Teachers/Teacher Aides must sign in and out each day. Adult Education Teachers/Teacher Aides **may not** enter a sign-in time before their approved class starting time. Adult Education Teachers/Teacher Aides **may not** enter a sign-out time later than their approved class ending time. Adult Education Teachers/Teacher Aides may round their sign-in and sign-out time to the nearest quarter hour.
4. Adult Education Teachers and Teacher Aides must have prior written approval of the day to begin, the days to work, and the times to work before performing any work for pay. Changes in the days to work and the times to work must also have prior written approval before any work is done for pay.
5. Adult Education teachers may claim pay for training by completing and submitting an "[in-service](#)" payroll form. Teachers may claim pay for their actual training time for participation in local "in-service" training. Teachers may claim pay for their actual training time for "pre-service" training. Teachers may also claim pay for a portion of the time that they spend attending other approved conferences and workshops, not to exceed the amount of time that they spend in actual training. Actual training time claimed for pay may not include commuting time, breaks, meals on your own, networking, or entertainment. Adult Education Teachers and Teacher Aides **may not** claim pay for any training without prior approval.
6. Adult Education Teachers who are unable to teach their class as schedule may close or re-schedule their class or they may arrange for a substitute teacher. A substitute teacher must be an approved current employee of this AE program. A substitute teacher must sign in and out using their own name and will be paid the rate of pay for which they qualify.

Travel Policy

The policies governing in-state travel allowances for Adult Education staff shall be the same as those that apply to other CACC college employees with the following additions:

[Mileage](#) will be calculated from the employee's base or home, whichever is closest to their intended destination. An AE employee's base will be considered the place or location where that employee performs the major portion of their adult education duties.

All travel must be approved in advance.