

Compensation Guidelines for Non-Credit Instruction
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In order to comply with wage and hour laws and Western Michigan University policy, the compensation method for non-credit instruction varies based upon the University employment status of the individual providing non-credit instruction. The three scenarios and the appropriate compensation method follow:

- 1) If the non-credit instruction is provided by a **benefits-eligible, exempt/salaried WMU employee**, then the employee will be compensated for the non-credit instruction via an incidental payment via the HR electronic workflow system.
 - a. Incidental payment description: NCI – Non Credit Instr Stipend
 - b. Earnings code: NCI
- 2) If the non-credit instruction is provided by a **benefits-eligible, nonexempt/hourly WMU employee**, then the employee will be compensated via a temporary appointment that is nonexempt/hourly.
 - a. The employee shall be paid for all hours worked in preparing for and delivering the instruction.
 - b. The University's overtime policy for those with multiple appointments will apply. Please see wmich.edu/hr/manual-hours for additional information.
- 3) If the non-credit instruction is provided by a **non-benefits-eligible WMU employee OR an individual who is not otherwise employed by the University**, then the employee will be compensated via a temporary appointment that is exempt/salaried.
 - a. Appointment attributes:
 - i. Title: Temporary Exempt
 - ii. Grade: NCI (Non-Credit Instruction).
 - b. Payment type: Contract payment to be paid in equal installments over the length of the contract.
 - i. The contract length should reflect the nature of the non-credit workshop or course being taught. For instance, a stand-alone, one-day workshop will have a contract length of one-day. While a non-credit course being held over the course of a full-semester would have a contract length of 15 weeks.
 - ii. When establishing the new appointment, the beginning and ending date of the contract must be specified.

Please note:

- Individuals providing **non-credit** instruction at WMU may **not** be compensated as independent contractors.
- Individuals serving as guest artists/lecturers within **for-credit** courses may be engaged as independent contractors subject to the University's independent contractor review process (see wmich.edu/business-services/forms).
- Compensation for individuals providing **for-credit** instruction at WMU is governed by the terms of the appropriate collective bargaining agreement. For these, the above guidelines do not apply.

**08/26/2021 revision limited to adding incidental payment description and earnings code to item 1 above.*