

# CLASSES DELIVERED BY THE ADMINISTRATIVE PERSONNEL

CETYS University  
Mexicali Campus

## OBJECTIVE:

The administrative personnel can support the academic area and obtain additional income without disregarding their main activities, which is to attend internal and external users in a scheduled previously established.

## WHO PARTICIPATES IN THIS?

All administrative personnel who, due to their experience, are invited by the academy to deliver a course in the different academic levels.

## CONSIDERATIONS:

Before accepting teaching a course, he or she must cover the following:

- The worker must not affect the schedule with which he was hired.
- If for any reason it is necessary to affect the schedule, each particular case will be analyzed and maximum 3 a week can be applied. The following should be considered to do so:
  - Request authorization from the immediate headperson.
  - The authorization from the Campus Director is needed and that from Human Resources.
- If the amount of hours exceeds the minimum considered (three), the worker must:
  - Seek, together with the headperson, the way to adequate the schedule in a way that a full day's work is completed.
  - In case the worker cannot fulfill with the day's work, he must request authorization by the Presidency.

Each semester, the department of Human Resources will send the Administrative Vice-Presidency the schedules and authorizations of all the workers teaching a course.

Any point not considered in this manual must be authorized by the Campus Director with the authorization from the Presidency.

This document is issued on August 1, 2007, and is valid for one year; it must be revised when it prescribes. In case there are changes, adjustments will be made and the people involved will be informed.

Department of Human Resources  
Mexicali Campus