

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER Approved**1800.003**ISSUING ORG. **TRAINING AND DEVELOPMENT**ISSUE DATE
NOV 24, 09REPLACES
DEC 27, 05SUBJECT **PART-TIME TEACHERS**APPROVAL
GM, T&DPAGE NO.
1 of 3

CONTENT

This instruction describes the procedures and regulations pertaining to the use of part-time teachers, trainers, and instructors. Major topics in this instruction are:

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

1. DEFINITION AND CLASSIFICATION OF PART-TIME TEACHERS

A part-time teacher is a Company employee assigned to perform teaching, training, or instructional duties outside his/her normal eight-hour workday, as long as such an assignment is not an extension of the employee's normal duties required by his/her assigned job title. Incumbents in the teaching/training profession (those whose job title is teacher, trainer, or instructor) are compensated according to their individual overtime hourly rate and are not eligible for part-time status.

- 1.1 Part-time teachers are classified as personnel possessing the qualifications and expertise necessary for carrying out the teaching, training, or instructional assignments required of incumbents in any of the following positions:

	<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>SALARY CODE</u>
1.1.1	Industrial Skills Instructor II	6006-I	08
1.1.2	Industrial Skills Instructor I	6005-H	09
1.1.3	Industrial Skills Trainer II	6004-H	10
1.1.4	Industrial Skills Trainer I	6003-H	11
1.1.5	Teacher/Arabic	2593-I	10
1.1.6	Teacher/Arabic as a Second Language	4470-G	11
1.1.7	Advanced ITC Teacher	9816-G	11
1.1.8	ITC Teacher	9447-G	10
1.1.9	Admin. Skills Instructor II	6011-I	08
1.1.10	Admin. Skills Instructor I	6010-H	09
1.1.11	Admin. Skills Trainer II	6009-H	10
1.1.12	Admin. Skills Trainer I	6008-H	11
1.1.13	Senior ITC Teacher	7601-G	12
1.1.14	Senior Industrial Skills Trainer	6002-H	12
1.1.15	Senior Admin. Skills Trainer	6007-H	12

* CHANGE

** ADDITION

NEW INSTRUCTION ☐COMPLETE REVISION ☐

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2. PROGRAMS ASSIGNING PART-TIME TEACHERS

- * Industrial Training Centers, including academic, job skills, and On-the-Job Training (OJT) facilities, use part-time teachers in their programs in designated Training and Development (T&D) work schedules outside normal schedules. Other organizations conducting similar training programs may use part-time teachers to work outside their normal working hours on the same basis.

3. QUALIFICATIONS AND SELECTION OF PART-TIME TEACHERS

- 3.1 In selecting candidates for the part-time teaching positions enumerated in Section 1.1, the minimum requirements (education, work experience, and other) stated in the current job description for the specific position shall be adhered to.
- 3.2 The evaluation of individual qualification, selection, and proper classification of part-time teachers shall be the responsibility of the division head where the training/education occurs.
- * 3.3 Part-time teachers 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.

4. RATES OF PAY FOR PART-TIME TEACHERS

- * 4.1 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 teachers are compensated in accordance with the hourly rates applicable for the salary codes of the job performed and not their current jobs.
- 4.2 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, a part-time teacher 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 teachers shall be annotated to reflect this additional preparation time.

5. WORKLOAD OF PART-TIME TEACHERS

- 5.1 Part-time teachers 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.
- 5.2 Scheduling of part-time teachers 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 concerned.

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6. APPROVAL AUTHORITY

* Wage Actions

All part-time teaching actions shall be approved by the department head of the organization where the part-time teaching will occur 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.

** Concluded: _____
Director, HR Policy & Planning Department

Date: _____

** Concluded: _____
Director, Personnel Services Department

Date: _____

** Concluded: _____
Manager, Operations Accounting Department

Date: _____

* Concluded: _____
Director, Training Technical Support Department

Date: _____

Concluded: _____
Director, Industrial Training Department

Date: _____

* Approved: _____
General Manager
Training & Development

Date: _____

* CHANGE

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