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.