APPENDIX D

LECTURER

A) LATE HIRE FORMULA FOR PAY RATES

Step 1: Class hours to be taught ÷ by class hours in a semester
= % of class hours to be taught

% of class hours to be taught x annual base salary
= $ total compensation to be paid

Step 2: $ total compensation to be paid ÷ balance of months to be paid in the semester
= monthly rate (not on table of lecturer fee schedule) for item 29.

Sample:

Effective date of hire = 10-01-90 (for pay purposes)
Official date of appointment = 09-21-90 (first day of late instruction)
Appointment period = 09-22-90 to 01-15-91

( Credit hours = 3
for info( $ per credit hour = $777
( $777.00 x 3 = $2331 (annual base)

Step 1: 132 class hours to be taught = 66% of class hours to be taught
200 class hours in a semester

66% of class hours to be taught x 2331 (annual base)
= $1538.46 $ total compensation to be paid

Step 2: $1538.46 ÷ 3.5 (balance of months to be paid in the semester) = $439.56 per month

Step 3: $439.56 = monthly rate (not on table of lecturer fee schedule)

( item 29: 439.56
show ( item 47: 10-01-90 to 01-15-91
( item 48: 1538.46
( semi : 219.78

B) EARLY RESIGNATION FORMULA FOR BALANCE OF PAYMENT

Step 1: Class hours taught ÷ by class hours in a semester
= % of class hours taught

% of class hours taught x annual base salary
= $ of total compensation
Step 2: $ of total compensation minus actual $ paid to date = balance to be paid

Step 3: Monthly rate ÷ by number of paid days* in the month = $ per day or daily rate

Step 4: Balance of $ of total compensation ÷ by $ per day = number of additional days to be compensated

If the resulting value is a decimal fraction, pay partial day for item 16, in addition to the full days.

* Note: Paid days include holidays.

Sample:

Effective date of hire = 09-01-90 (for pay purposes)
Official date of appointment = 08-27-90 (first day of instruction)
Early resignation = 11-15-90 (last work day)
Effective date of resignation = 11-30-90 (last paid day)

Credit hours = 3
$ per credit hour = $777
$777 x 3 = 2331 (annual base)

Step 1: 132 class hours taught = 66% of class hours
200 class hours in a semester

66% of class hours taught x $2331.00 (annual base) = $1538.46 (total compensation)

Step 2: $1538.46 (total compensation) - $1036 (total already paid for September and October) = $502.46 (balance to be paid)

Step 3: 518 (monthly rate) ÷ 22 days (number of paid days in November) = 23.545 (daily rate)

Step 4: 502.46 ÷ 23.55 = 21.336 of additional days to be compensated

Show in item 16: 11-30-90 and partial day pay is .336

C) LEAVE WITHOUT PAY (LWOP) FORMULA FOR CLASSES MISSED

Step 1: Class hours missed ÷ class hours in a semester = % of class hours missed

% of class hours missed x annual base salary = $ lost in wages

Step 2: Monthly rate ÷ number of work days in the month = $ per day or daily rate
Step 3: $ lost in wages ÷ $ daily rate = number of days on LWOP

Step 4: To calculate partial day pay:

If the resulting value in Step 3 is decimal fraction, drop the whole number, and subtract the remaining fraction from 1.000,

e.g., number of days on LWOP = 6.315

\[
\begin{array}{c}
1.000 \\
- .315 \\
\hline
.685
\end{array}
\]

.685 is the partial day pay for item 16, in addition to the full days.

Sample:

Effective date of hire: 09-01-90 (for pay purposes)
Official date of appointment: 08-27-90 (first day of instruction)
Appointment period: 08-27-90 to 01-15-91
Leave without pay: 09-10-90 to 09-14-90 (actual days missed)
Unearned paid days: 09-10-90 to 09-18-90 partial day pay of 251 (6.251)

Step 1:

\[
\frac{15 \text{ class hours missed}}{200 \text{ class hours in semester}} = .075 \text{ (class hours missed)}
\]

.075 (class hours missed) x 2331 (annual base) = $174.82 (unearned paid days or lost wages)

Step 2:

$518 (monthly rate) ÷ 20 (work days in September) = $25.90 (per day or daily rate)

Step 3:

$174.82 ÷ $25.90 = 6.749 days on LWOP

\[
\begin{array}{c}
1.000 \\
- .749 \\
\hline
.251
\end{array}
\]

.251 partial day pay for item 16 in addition to the full days