

APPENDIX D

LECTURER

A) LATE HIRE FORMULA FOR PAY RATES

Step 1: Class hours to be taught \div 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 \div 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: $\frac{132}{200}$ class hours to be taught = 66% of class hours to be taught

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

Step 2: \$1538.46 \div 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 \div 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 \div by number of paid days* in the month
= \$ per day or daily rate

Step 4: Balance of \$ of total compensation \div 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)

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

Step 1: $\frac{132}{200}$ 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) \div 22 days (number of paid days in
November) = 23.545 (daily rate)

Step 4: 502.46 \div 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 \div class hours in a semester
= % of class hours missed

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

Step 2: Monthly rate \div number of work days in the month
= \$ per day or daily rate

Step 3: $\$ \text{ lost in wages} \div \$ \text{ daily rate} = \text{number of days on LWOP}$

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

$$\begin{array}{r} 1.000 \\ - \underline{.315} \end{array}$$

.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:

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

$$.075 \text{ (class hours missed)} \times 2331 \text{ (annual base)} = \$174.82$$

(unearned paid days or lost wages)

Step 2:

$$\begin{array}{l} \$518 \text{ (monthly rate)} \div 20 \text{ (work days in September)} \\ = \$25.90 \text{ (per day or daily rate)} \end{array}$$

Step 3:

$$\$174.82 \div \$25.90 = 6.749 \text{ days on LWOP}$$

$$\begin{array}{r} 1.000 \\ - \underline{.749} \end{array}$$

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