Faculty Compensation Calculations

1. ACADEMIC YEAR PART-TIME INSTRUCTIONAL ASSIGNMENTS
Associate faculty and full-time faculty moonlight assignments are paid based on their highest degree held applicable to the program taught and the number of quarters of instruction at Shoreline Community College. Advancement is contingent upon funding and occurs each fall quarter provided the faculty member has completed three (3) quarters of service to the College. Completion of professional development reports by associate faculty is required for advancement beyond salary level 5. Salary placement for new faculty is contingent upon the receipt of official transcript(s) and hiring documents.

\[ \text{Compensation} = \text{Base Salary} \times \% \text{ FTE} \]

**Example:**
Base salary of $9,909 (level 1) teaching a 33.33% class
$9,909 x .3333 = $3,302.67

2. NON-INSTRUCTIONAL ASSIGNMENTS
Compensation for non-instructional faculty assignments such as meeting attendance, course development, etc is paid at a rate of $39/hr based on the standard 60 minute hour.

\[ \text{Compensation} = \frac{\text{total clock hours worked}}{60 \text{ min}} \times \$39/\text{hr} \]

**Example:**
Attendance at division meeting from 9am-11:30am
150 min / 60 min x $39 = $97.50

\[ \% \text{ FTE} = \frac{\text{total compensation}}{\text{average faculty salary}} \]

**Example:**
Paid $97.50 for meeting attendance
$97.50 / $12,461 = 0.0078 = .78%

*Average Faculty Salary* = Combined total of all salary levels / # of salary levels. This number will change each time associate faculty salary level amounts are updated.

NOTE: Any proposed compensation at a rate other than $39/hr must be discussed with HR prior to hiring.

3. SUMMER INSTRUCTIONAL ASSIGNMENTS
- **Associate (part-time) faculty:** Compensated like a regular academic year instructional assignment (see #1 above).
- **Full-time faculty:** Compensated using a calculation based on full-time annual salary in effect for preceding quarter.

\[ \text{Compensation} = \text{full-time annual salary} \times 0.264 \times \% \text{ FTE} \]

**Example:**
Annual salary of $54,000 teaching a 50% class
$54,000 x .264 x .50 = $7,128.00

4. SUBSTITUTIONS
Substitutions are paid as shown below, regardless of whether it is a full or part-time faculty member being compensated. Please verify that a corresponding leave form for the absent faculty member is completed and sent to HR for processing.

- **If Less than 1 Week:**

\[ \text{Compensation} = \frac{\text{total min taught}}{50 \text{ min}} \times \$39/\text{hr} \]

**Example:**
Taught 2 of 4 days at 1.25 hours (75 min) per class
150 min / 50 min x $39/hr = $117.00

\[ \% \text{ FTE} = \frac{\text{total compensation}}{\text{average faculty salary}} \]

**Example:**
Paid $117.00 for 2 days substitution
$117 / $12,461 = 0.00938 = .94% (round to 2 decimal places)
Faculty Compensation Calculations

- **If 1 Week or Longer:**
  
  Compensation = \( \frac{\text{total min taught}}{\text{total min for qtr}} \times \% \text{ FTE} \times \text{base salary} \)

  Determine:
  - Total Minutes Taught (Class Length in Minutes & Number of Classes Taught, Add 100 minutes if substituting through exams)
  - Substitution Begin and End Date
  - Total Minutes for the Quarter (Include 100 minutes for exams)
  - Salary Level for Substituting Instructor (indicate in upper right hand corner of PA)

  Example: Taught 2 weeks of MW class at 90 minutes each class
  
  360 minutes / 1900 minutes (total for qtr) x .3333 x $9,909 = $625.77

  \% FTE = \( \frac{\text{total compensation}}{\text{average faculty salary}} \)

  Example: Paid $625.77 for two weeks of substitution
  
  $625.77 / $12,461 = .0502 = 5.02\% \) (round to 2 decimal places)

*Average Faculty Salary* = Combined total of all salary levels / # of salary levels. This number will change each time associate faculty salary level amounts are updated.

5. **PART-TIME FACULTY REFERENCE LIBRARIANS and ACADEMIC ADVISORS**

Part-time faculty reference librarians and academic advisors are compensated based on the number of hours worked per quarter using the calculation below:

  Compensation = \( \frac{\text{total hours worked}}{11 \text{ weeks} / 35 \text{ hrs}} \times \text{Base salary} \)

  Example: 25 hrs worked across quarter at a Base salary of $9,909 (Level 1)
  
  \[ \frac{25}{11} \times 35 \times 9,909 = 643.44 \]

  \% FTE = \( \frac{\text{total hours worked}}{11 \text{ weeks} / 35 \text{ hrs}} \)

  Example: Worked 25 hrs of the regular 11 week/35hr per week assignment
  
  \[ \frac{25}{11} / 35 = .0649 = 6.49\% \) (round to 2 decimal places)

**NOTE:** Calculation does not change regardless of quarter taught (i.e. still use 11 weeks even when working during 8 week summer quarter) as it represents the standard base amount a PTF would work if employed 100% in this part-time position.

6. **SUPERCEDING PART-TIME/MOONLIGHT FACULTY PAYMENTS**

Changes in payment to faculty which occur after payment has already begun to the faculty member require a superseding PA be completed. The superseding PA should list the reason for the change in payment (ex: additional hours assigned, reduction in teaching assignment due to course cancellation, etc). Compensation is calculated as follows:

**INCREASED Compensation**

Determine:
  - Total New Amount Due
  - Original Amount Due
  - Total Amount Already Paid
  - Number of Paydates Already Occurred
  - Remaining Paydates in the Quarter for Updated Assignment

Example: New amount (75\% FTE @ $10,215), Original amount (50\% FTE @ $6,810)

Total of $3405 already paid, 2 out of 6 paydates already occurred
4 of 6 paydates remaining for this assignment
Faculty Compensation Calculations

**Catchup/Adj Payment**

\[
\text{Catchup/Adj Payment} = \left( \frac{\text{New Amount}}{\text{Total # Paydates}} \right) - \left( \frac{\text{Original Amount}}{\text{Total # Paydates}} \right) \\
\times \left[ \text{# of Paydates Already Occurred} \right] + \left[ \text{New per Paycheck Amount} \right]
\]

**Example:**

\[
\left( \frac{10,215}{6 \text{ paydates}} \right) - \left( \frac{6,810}{6 \text{ paydates}} \right) \times 2 \text{ paydates} + \text{New per Paycheck Amt} \\
1702.50 - 1135 \times 2 \text{ paydates already occurred} + \left( \frac{10,215}{6} \right) \\
1135 \text{ (in catchup due)} + 1702.50 \text{ (new per Paycheck Amt)} = $2837.50
\]

Reflect this on the PA as follows:

<table>
<thead>
<tr>
<th>PAYMENT INFO:</th>
<th>Total Catchup/Adj Payment*: 2837.50</th>
<th>Date of Payment: 11/10/10</th>
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</thead>
<tbody>
<tr>
<td>Prior</td>
<td># of Pymts  2</td>
<td>Prior Payments @: $1135.00</td>
</tr>
<tr>
<td>Regular/Remaining</td>
<td># of Pymts  3</td>
<td>Payments @: $1702.50</td>
</tr>
</tbody>
</table>

**DECREASED Compensation**

Determine:
- Total New Amount Due
- Original Amount Due
- Total Amount Already Paid
- Number of Paydates Already Occurred
- Remaining Paydates in the Quarter for Updated Assignment

**Example:**

New amount (25% FTE @ $2,593.50), Original amount (35% FTE @ $3,630.90)
Total of $1210.30 already paid, 2 out of 6 paydates already occurred
4 of 6 paydates remaining for this assignment

**Remaining Payments Due**

\[
\text{Remaining Payments Due} = \left( \frac{\text{Amount Already Paid} - \text{New Amount}}{\text{# of Paydates Remaining}} \right)
\]

**Example:**

\[
\left( 2593.50 - 1210.30 \right) / 4 \text{ paydates remaining} \\
1,383.20 / 4 \text{ paydates remaining} = $345.80 \text{ (new per Paycheck Amt)}
\]

Reflect this on the PA as follows:

<table>
<thead>
<tr>
<th>PAYMENT INFO:</th>
<th>Total Catchup/Adj Payment*: -</th>
<th>Date of Payment: -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior</td>
<td># of Pymts  2</td>
<td>Prior Payments @: $605.15</td>
</tr>
<tr>
<td>Regular/Remaining</td>
<td># of Pymts  4</td>
<td>Payments @: $345.80</td>
</tr>
</tbody>
</table>

**NOTE:** In the event that compensation is decreased after the faculty has fully been compensated for the class, please contact the Payroll Office immediately to begin the process of recouping any salary overpayment amounts.