

Section: COMPENSATION
Subject: Pay for Faculty Employment
Number: HR 3440

I. Institutional Regulations

- A. Regular Faculty employees shall be paid from the appropriate Board-approved faculty salary schedules.
- B. Regular Faculty employees shall not be paid until all required documentation has been submitted and authorizations received (see HR 3130, HR 3132, HR 3150).

II. Procedure

- A. **HIRING RATE** - A new Faculty employee shall be placed on the appropriate salary schedule lane and level, or above schedule if being hired for a difficult to fill position, in accordance with the collective bargaining agreement provisions. A supervisor's request for an above schedule placement shall be in writing and shall be attached to the recommended employee's Personnel Action Notice (P-12).
- B. **ANNUAL PAY ADJUSTMENT** - Annual pay adjustments allow for vertical movement through the levels on the faculty pay schedules and then for salary increases when employees move off of the schedule. Annual pay adjustments for faculty shall be negotiated and shall be based upon recommendation of the President and approval by the Board.
- C. **SDU LANE CHANGE** - Staff development unit (SDU) credits allow for horizontal advancement across the lanes on the faculty pay schedules, in accordance with the provisions of the collective bargaining agreement.
- D. **TRANSFER/REASSIGNMENT** - A transfer is the movement of an employee from one Faculty position to another.
 - 1. If the transfer is from one full-time to another full-time Faculty position, or a full-time to a part-time Faculty position, the lane and level of an employee on the pay schedule shall not change.
 - 2. If the transfer is from a part-time to a full-time Faculty position, the level of an employee on the pay schedule shall be adjusted to reflect his/her full-time equivalent DMACC faculty service.
 - 3. If the transfer is between 9,12, and 12+ schedules or between full-time and part-time, the employee's pay shall change.
- E. **RELEASE TIME** - Release time is time an employee is authorized to perform duties other than his/her normal teaching duties without a change in pay. Release time may be granted for program chair responsibilities, completion of special projects for the Dean/Provost, etc. It shall require approval by the appropriate Provost/Dean/Director and the Executive Vice President, Academic Affairs. Release time is submitted to Scheduling on a Faculty Load Not Assigned a CRN form.
 - 1. Release time shall be granted in ECHs, with 1 ECH of release time requiring 37½ hours of nonteaching work during the semester.
 - 2. Release time that would result in fewer than 8 ECHs of teaching duties shall require the special approval of the Executive Vice President, Academic Affairs.
 - 3. A Faculty employee may have both release time and an overload (see HR 3455) in a given term.

- F. COACHING DUTIES - Coaching duties may involve either athletic activities or drama productions. Faculty employees shall be granted release time to assume these duties but if this is not possible or practical, they shall be given additional pay:
1. Athletic activities - 4 ECH's of release time or the approved supplemental pay per fiscal year per varsity sport;
 2. Drama productions - 4 ECH's of release time or the approved supplemental pay per semester having drama productions.
- G. ICN TRAINING - Employees who agree to teach on the ICN shall receive a one-time payment for attending training on ICN teaching techniques. Payment shall be made when they teach their first course. Thereafter, they will receive extra pay per credit hour taught on the ICN. Payment shall be requested on a Personnel Action Notice - Temporary (P-12A).
- H. ON-LINE TEACHING PAY – Employees who agree to teach on-line courses shall receive payment for attending training on on-line teaching techniques. Instructors will receive extra pay per Equivalent Credit Hour taught on-line. Payment shall be required on a Personnel Action Notice – Temporary (P-12A).
- I. TRAVEL PAY - Teaching faculty who are assigned to teach a regular course on a campus more than 25 miles from their home campus shall be paid the negotiated travel time rate for all miles traveled. This travel time pay is in addition to the normal mileage reimbursement.
- J. PAY FOR EXTRA DAYS - If Faculty employees, other than 12 Month Counselors and Librarians and 12+ Month Instructors, are assigned extra days in addition to the duty days covered by their continuing contract, they shall be paid for the extra days.
1. Extra days assigned to a 12 Month Faculty employee shall be paid at the daily rate shown on the employee's continuing contract. The rate is calculated as follows:

$$\text{Daily Rate} = \frac{\text{Contracted Annual Salary}}{\# \text{ Contract Days}}$$
 2. Extra days assigned to a 9 Month Faculty employee shall be paid at a different rate because 9 Month Faculty have a higher daily rate than 12 Month Faculty on the same lane and level. This adjusted rate is referred to as an "extra days" daily rate to distinguish it from an employee's contracted daily rate and is calculated as follows:

$$\text{Extra Days Daily Rate} = \frac{\text{Contracted Annual Salary} \times .26723}{53 \text{ Summer Duty Days}} \\ (64 \text{ for Counselors})$$
- K. SUMMER PAY FOR 9 MONTH FACULTY
1. Faculty who work less than 1/2 time during Summer term shall be paid at the Adjunct rate and pay shall be processed on an Adjunct Load form.
 2. Faculty who work 1/2 time or more during Summer term shall be considered to have an extension of assignment and shall be paid their extra days daily rate X their summer FTE. Extension of assignments shall require approval through the appropriate Vice President or other direct report to the President, and by Human Resources.

APPROVED:



Executive Director, Human Resources

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