

Pay calculation for faculty covering for faculty on leave

ADJUNCT

If you hire an adjunct, you will pay them normal adjunct pay (\$1567.13 per CU) prorated by the number of weeks they teach. An adjunct gets paid for the entire time they are teaching, and you will use the PAR to process their pay. A full semester is considered 16 weeks so if they cover 4 weeks of a 3 CU course, it would be:

$$(1567.13 * 3) * (4/16) = \$1175.35$$

Full Time Unit A or Unit B

If you use a full-time Unit A or Unit B faculty to cover a course, you will pay them normal overload pay. You will use a supplemental PAR to process this pay. For FY25, it is \$1393 (FY26 \$1435) per CU prorated by the number of weeks they teach. **Unit A and Unit B faculty do not get paid for the first 2 weeks they are covering, per the UPI Agreement (see contract language copied below).** A full semester is considered 16 weeks so if they cover 4 weeks of a 3 CU course it would be:

$$(1393.13) * 3 * (2/16) = \$522.42$$

Unit A

Article 6.6.b. (1) If an employee is absent from their duties, another employee may be requested or assigned to perform the absent employee's duties. Except as specified in Section 6.6.b.(2) below, the assignment shall be without compensation. (2) If the assignment is in excess of the top of the relevant credit unit range specified in Articles 6.2.a., 6.2.d., and 6.2.e., or in excess of six credit units in a summer session and if the assignment exceeds two weeks within a semester or the pro rata equivalent of two weeks within a summer appointment (exclusive of periods when classes are not in session in the case of a teaching faculty member), the employee shall receive compensation prorated for the period of assignment as specified in Article 29.11., beginning with the third week of the assignment.

Unit B

Article 6.1.j.2(b) If the assignment specified in Article 6.1.j.(2) (a) is in excess of the top of the relevant credit unit range specified in Articles 6.1.b. and 6.1.c., or in excess of six credit units in a summer session and if the assignment exceeds two weeks within a semester or the pro rata equivalent of two weeks within any other academic term (exclusive of periods when classes are not in session in the case of a teaching professional), the teaching professional or resource professional shall receive compensation prorated for the period of assignment as specified in Article 25.12. beginning with the third week of the assignment.