

Adjunct Hourly Compensation Frequently Asked Questions (FAQs)



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FAQ Compensation Changes

Q: How was my hourly rate determined?

A: Hourly rates were determined by your adjunct salary and by using 100 hours to determine a standard hourly rate. Example: \$2250/100 hours = \$22.50 per hour.

Q: What is my hourly rate for Professional Development, Blackboard and Get Inclusive trainings?

A: You will be compensated based on your standard hourly rate of pay.

Q: Does the hourly compensation model apply to USP Providers?

A: Yes. Your primary role as an adjunct instructor is considered hourly, non-exempt employees effective April 29, 2019. The USP Provider service contract is a secondary role, which also falls under an hourly, non-exempt employee. You will receive an amended contract to include the new hourly rate and the total hours for this contract.





FAQ Course Contract Expectations

Q: What does the 100-hour lecture course load encompass and what is the breakdown of those hours?

A: The standard lecture courses are as follows:

- **Graduate Standard Lecture Courses** – Total 100 hours (40 in-class hours; 60 hours for preparation work and grading).
- **Undergrad Standard Lecture Courses** – Total 100 hours (45 in-class hours, 55 hours for preparation work, and grading).
- **Undergrad Lab courses** - Total 100 hours (45 in-class hours, 55 hours for preparation work, and grading).
- **Independent Study courses** – Total 25 hours (25 hours include teaching, preparation work, and grading).

*Each School may contain specialty courses, which may require various hours. It is important that each class contract is reviewed and understood before accepting the contract.

FAQ Time Cards



Q: My contract reflects a Contract Start and End Date, and Class Start and End Date. What is the difference?

A: The “contract start” includes 21 days of prep time. This is to cover the time expected for the syllabi to be delivered to the APD 2 weeks before the class start, and 1 additional week prior, to complete the work. The “contract end” includes 7 days after the class end date to account for the grading. However, this does not mean that work must occur during this time, but that it can.

Q: Does time entered into the time card system affect my compensation?

A: Effective May 2019, hours entered and submitted within the time entry system directly correlates with the compensation you will receive. If 15 hours of work is entered and submitted, a disbursement reflective of those 15 hours will be paid within the appropriate pay period.

Q: If I have a teaching contract, do I have to document all my time worked?

A: Yes, you should be reporting all hours worked towards fulfilling the contracted requirements for that teaching assignment under “Class Contract”. It is highly recommended that each adjunct instructor pace themselves and manage their time throughout the duration of the contract. Work tasks associated with a “Class Contract” include, but not limited to, class preparation, subject matter research, course syllabus, blackboard shell updates, teaching, student correspondence, and grading.

Q: Do I need to enter my time in the time entry system if I am traveling?

A: Yes, you must enter and submit hours within the time entry system. If zero hours are performed during any given week of an active contract, you must submit zero hours for the week.

Q: I am in the Sanford College of Education, and my class requires 4 observations; how do I document this time?

A: All hours worked towards fulfilling the requirements for the course will be documented under “Class Contract”. The actions for “Observation” and “Observation task” are no longer available within the time entry system.

Q: Is it required for me to acknowledge time worked/not worked for the 21 days prior and 7 days after term end time frames?

A: Yes, if you are under contract you must report and submit zero hours for the workweek.

Q: What is the new payroll schedule?

A: The new payroll schedule is based on a bi-weekly disbursement schedule; the first disbursement date is 5/17/19. Adjuncts will be compensated every other Friday based on hours submitted via the time entry system. The new adjunct bi-weekly pay schedule can be located in the faculty portal, under

Q: Do you have any tips on how I can keep track of my hours?

A: We have revised the time entry system, which now includes a “Contract Summary for Week”. In this section, you will be able to see a running calculation of total contracted hours, hour billed to contract, hours remaining contract, and a suggested average hour by week. Each adjunct can see a general weekly target of hours needed to meet the contract hours.

Q: What happens if I go over that expected average within one week?

A: Time worked should be reported as accurately as possible. The weekly time indicated in your contract is to be used as a guide to help you achieve the total hour requirement of the course contract. This time guideline encompasses the 21 days before class start, the duration of the course, and a 7-day grading period.

This new hour tracking mechanism allows flexibility to accommodate the various schedules each adjunct instructor uses to manage their class. We understand each week may differ, dependent on the type of work being conducted within the week. Adjuncts will be expected to manage the hours daily and weekly as to remain in compliance with CA labor laws and accrue any overtime unless otherwise authorized.

Q: Do I have to document my meal breaks daily?

A: Yes, if more than 5 hours are worked, you must take a 30-minute break, unless work can be completed within 6 hours. Adjuncts must document these breaks within the time entry system by clocking out for 30 minutes and clocking back in and out to end the shift.

FAQ Contracts

Q: How do I know my hourly pay rate?

A: In the compensation section of the new contracts hourly rates will be listed. Total hours per course, overtime rate, and suggested average hours per week are also included.

Q: Do I need to log my hours if I teach an online class?

A: Yes, hours should be logged for both online and on-site classes as well as independent study and observation courses. Please record all time spent working on your class during the term. This includes prep time, grading, email/student communication, grading, and lecture time or time spent within the blackboard environment.

Q: Do I clock out for lunch and breaks?

A: If you work more than 5 hours in a day, you must take a 30-minute rest period before the end of the 5th hour and will acknowledge the meal period within your e-form time entry. You will not be paid for a lunch break (or any other absence) of 30 minutes or more. You may waive your meal period if you work less than 6 consecutive hours in a workday.

Q: How do I differentiate the type of work I record?

A: Through SOAR you will have options to enter in time based on the course that you are working and there will be some options to distinguish work performed.

Q: How many hours should I report per class?

A: Your contract for the course will have the expected number of hours required to report per course. This number of hours is based on graduate, undergraduate, and independent study courses which account for applicable teaching, contact, and other time needed for preparation, grading, and other duties described in your contract.

Q: What if I work more than the total contracted hours, do I qualify for overtime?

A: No, overtime is not given if the total contracted hours are exceeded. Overtime is defined by the California Labor Law (1) all hours worked in excess of forty (40) per workweek (Monday – Sunday); (2) all hours worked in excess of eight (8) hours in any workday; and (3) for the first eight (8) hours worked on the seventh consecutive day of work in a workweek (Monday – Sunday). You will receive double your regular rate of pay for all hours worked in excess of twelve (12) hours in any workday, and for all hours worked in excess of eight (8) on the seventh consecutive day of work in a workweek.

Q: When does timekeeping for prep and grading start and stop?

A: Prep time for the class is expected but not limited to seven (7) days before the first day of term. Grading time would be any grading of assignments during class and up to the seven (7) days after the end of term, which aligns with the submittal of final class grades.

Q: Will my paycheck fluctuate based on the number of hours I log?

A: Hourly non-exempt means that you will be paid for the hours that you report.

FAQ Contacts

Q: Who do I contact for technical help with Blackboard or Blackboard Collaborate?

A: For technical issues, the Blackboard Help Desk can be reached at 1-888-892-9095. For technical issues with Blackboard Collaborate, please contact Bb Collaborate at 1-877-382-2293.

Q: Who do I contact for Online Course Support?

A: Our Faculty Concierge can be reached at facultyconcierge@nu.edu.

Q: Who do I contact for general Adjunct inquiries or if I am unsure about who to contact?

A: The Adjunct Academy can be reached at adjunctinfo@nu.edu.

Q: Who do I contact for staffing inquiries?

A: The Adjunct Academy Staffing Team can be reached at adjunctstaffing@nu.edu.

Q: Who do I contact for professional development, teaching resources, and job aids?

A: Please visit www.cilteaching.org for professional development, teaching resources, and job aids.

Q: Who do I contact for technical issues?

A: The IT Help Desk can be reached at helpdesk@nu.edu or 1-858-309-3580.

Q: Who do I contact for issues with SOAR?

A: The SOAR Team can be reached at SOARhelp@nu.edu.



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