

07/09/2010

Fall 2010 – PD Pay

KEY TAKE AWAY

Adjust Class Associations Component Contact Hrs

Class Components

*Course Component	Contact
Lecture	4.000

Drives PD Hrs
Accuracy is Critical

- **Eligibility:** Part time faculty teaching regular assignments. All credit courses (except ROP and AP) and N ESL courses are eligible for PD hours. CRC, FR, NOP, OVL and SUB assignments do not accrue PD pay.
- **Eligible PD hours:** The raw number of weekly class contact hours as entered in Adjust Class Associations. Usually, this will equal the number of hours in one week of classroom time.
- **Completed PD contract hours:** Total hours of *completed PD* activities as entered by an instructor in a PD Contract **and** approved by the PD Office.
- **PD Pay:** The lesser of total eligible PD hours or total completed PD Contract hours.

Automated PD Pay

Beginning with Fall 2010, the process by which Professional Development hours are paid will become automated. The automated process will integrate instructional assignments and PD activities by automatically capping paid PD hours to the *lesser* amount of either total *eligible PD hours* or *completed PD contract hours*.

Things to know

- Professional Development compensation will only be paid to part time faculty for PD activities that have been contracted, approved, and verified as completed on a PD Contract.
- In general, the number of PD hours for a course equates to one week of classroom time. 3 weekly contact hours = 3 PD hours.
- **KEY:** Eligible PD hours = the course contact hours as stated in Catalog. For single unit courses, this value will default from the Catalog. ***Variable unit courses and N ESL courses must have contact hours manually calculated by the department and entered in Adjust Class Associations.*** Refer to example on Page 3.
- PD pay lines will no longer be displayed in the Hourly Assignment Notice (HAN) and the Payroll Notice Status report (PNSR).
- Instructors may see the detail of their eligible PD hours via the “PD Assignments” button on the main menu of the PeopleSoft PD module.
- Instructors may see the detail of their completed PD hours and other PD contract data via the summary page of the PeopleSoft module.
- PD pay lines will be created and inserted into the instructor detail near the end of the fall and spring terms as initiated by the PD Office.
- After creation, PD pay lines may still be modified as determined to be appropriate by the PD Office.
- In the case of multiple instructors, the PD hours awarded for a course will be prorated and cannot exceed the weekly course contact hours. Refer to example on Page 2.
- Paid PD hours vs eligible PD hours: The lesser of total eligible PD hours or total completed PD hours. Refer to example on Page 3.
 - 7 eligible PD hours | 4 completed PD hours = 4 paid PD hours
 - 4 eligible PD hours | 7 completed PD hours = 4 paid PD hours
 - 4 eligible PD hours | 0 completed PD hours = 0 paid PD hours
- PD hours will be expensed to the same combo code as the hourly assignment.

Examples – single instructor

Eligible PD hours = weekly contact hours.

Shared assignments cause PD hours to be prorated.

Paid PD hours will not exceed the total completed PD Contract hours.

Eligible PD Hrs = Catalog Contact Hours

Asgn Type	Class Hrs	Catalog Contact Hrs	Eligible PD Hrs	Completed Contract Hrs	Paid PD Hrs
H - hourly	48	3	3	5	3
H - hourly	48	3	3	1	1
H - hourly	48	3	3	0	0
H - hourly	32	3	2	5	2
NOP – no pay	16		0		
CRC - contact	48	3	0	22	0
FR – flat rate	48	3	0	22	0
NOP – no pay	48	3	0	N/A	0
OVL - overload	48	3	0	22	0

Examples – multiple instructors & prorated PD hours

Multiple Instructors

Two part time faculty team teaching a 3-hour class would be eligible for a maximum of 1.5 PD hours each. Eligible PD hours for a contract faculty and a part time faculty team teaching a 3-hour class would be 0 and 1.5 respectively assuming each instructor teaches the same number of hours.

Eligible PD Hrs = (Class Hrs/Total Class Hrs of all instructors) * Catalog Contact Hrs

Total Class Hrs = sum of all assignments (SUB assignments excluded)

# Instr	Asgn Type	Class Hrs	Catalog Contact Hrs	Eligible PD Hrs	Completed Contract Hrs	Paid PD Hrs	Comments	
2	H – hourly	12	3	0.75	5	0.75	PD hours are prorated based on %	
	H – hourly	36		2.25		2.25		
2	H – hourly	48	3	3.0	2	2.0	'SUB' does not reduce the PD hours for the regular instructor	
	SUB – substitute	6		0.0		0.0		
2	H – hourly	24	3	1.5	0	0.0	'H' assgn receives prorated PD hrs	
	CRC – contract	24		0.0		n/a		
4	H – hourly	12	3	.75	4	.75	PD hours are prorated PD hours are prorated PD hours are prorated PD hours not paid	
	H – hourly	12		.75		.75		
	H – hourly	12		.75		1		.75
	H – hourly	12		.75		0		0.0
3	H – hourly	24	6	1.5	0	0.0	PD hours not paid PD hours not paid PD hours not paid	
	H – hourly	24		1.5		0		
	CRC – contract	48		0.0		n/a		
2	H – hourly	24	3	1.5	3	1.5	PD hours are prorated NOP hrs are included in the total contact hrs; PD hours not paid	
	NOP – no pay	24		0.0		n/a		

NOP assignments are included in total class contact hours reducing eligible PD hours available for hourly assignments

SUB assignments do not reduce eligible PD hrs

Examples – paid hours vs eligible hours

		Paid Hrs			Elig Hrs
007969947	PD 18-DEC-2010 100000	3.0000	16-JUN-2010 71340 028715	READ 120	3.0000
007969947	PD 18-DEC-2010 100000	0.5000	16-JUN-2010 71702 028715	READ 120	3.0000 *

*The second assignment has been reduced to .5 hours as PD hours are capped by the total number of completed PD Contract hours. Total paid PD hours = 3.50.

Professional Development Contract Summary Information

EmplID: 00796 PD_Hours_Eligible: 6.00

Activity Information

Activity Type	Code	State Code	Description	PD Hours	PD Hours Completed	Service Points	Approve
MEDIA	105		The Art of Listening - Blackboard	1.00	1.00		<input checked="" type="checkbox"/> 2107
MEDIA	319		Black Gold	1.50	1.50		<input checked="" type="checkbox"/> 2107
MEDIA	109		Your Nutrition Style - Blackboard	1.00	1.00		<input checked="" type="checkbox"/> 2107
				3.50	3.50		

Examples – NESL and variable unit courses

manually calculated contact hours
(accurate and consistent data entry is critical)

Total class contact hours	Use the Quick Hours Calculator and the academic calendar. Mtg Hrs * # Mtgs	Mtg = 8:30 – 10:50 MTWTh (2.5 hrs/mtg) # Mtg = 63 (count of all class mtg dates) Total class hours = 2.5 * 63 = 157.50
Weekly contact hours	Total class hours / 16 weeks	157.50/16 = 9.84
Eligible PD hours	Weekly contact hours Enter in: <i>Adjust Class Associations></i> <i>Class Components></i> <i>Contact</i>	<div style="border: 1px solid black; padding: 5px;"> <p>Class Components</p> <p>*Course Component Contact</p> <p>L/L 9.840</p> </div>

All variable unit and N ESL courses should be carefully reviewed for accuracy and consistency of weekly contact hours to avoid instructors within the same course accruing different

Contact hours for single unit courses will default from the Catalog.