

## ARTICLE 32 - PAY PROCEDURES AND SPECIAL IMPLEMENTATION OF SALARY SCHEDULE

...

- 32.2 **Part-time Faculty Pay Installments.** Part-time faculty members will be paid their salaries ***each term*** in six (6) equal semi-monthly installments. Fall installments will begin no later than ***October 10th*** ~~October 25<sup>th</sup>~~. Winter term installments will begin no later than ***January 10th*** ~~January 25<sup>th</sup>~~. Spring term installments will begin no later than ***April 10th*** ~~April 25<sup>th</sup>~~. Part-time faculty will be paid for Fall in-service hours consistent with Article 9.2.2 by October 10th, assuming time sheets are submitted via ExpressLane by September 30.

...

- 32.6 **Substitutes.** If a substitute is found to be necessary to teach classes (or perform faculty work in the case of non-teaching faculty) for less than three (3) weeks, the following procedure, in the order below, will be followed. ***Upon request, faculty shall not be required to find their own substitutes.***

32.6.1 With notice to the manager, the absent employee may agree to trade with another employee who expects to be absent in the future.

32.6.2 If an employee cannot find a trade, a part-time employee shall be sought and may be assigned; the assignment is voluntary, and the rate of compensation will be at their per diem rate subject to the limitation of Section 32.6.5.

32.6.3 If neither one of the above options is viable, a contracted employee shall be sought and may be assigned; the assignment is voluntary, and the rate of compensation will be at the employee's regular per diem rate or overload rate if in excess of 1.0 FTE. ***Pay shall include compensation for preparation time calculated consistent with Art. 35 and the Joint Workload Taskforce MOA. Example for heuristic purposes: one hour of substitution for a lecture course with a TLC maximum of 15 per term equates to 2.67 hours compensation.***

...