

Adjunct/Faculty Reduction in Pay Due to Absence

ADM 203
Rev 12/2015

Department: _____

1st 3 days	Reduction at Sub Rate
Based on Degree	Adjunct rate for degree/ total class hours for semester

Account Number: _____

Policy A6.13.4: An adjunct with a masters' degree who is paid \$2,625 for a 3 hr lecture course will incur a deduction of \$20.00 per hr for the cost of a lecture substitute for the first 3 hrs of absences in that course during the semester, if arrangements have been made for a substitute. For the 4th hr or more of absence, the adjunct's pay will be adjusted by dividing the semester pay rate for the course (\$2,625) by the total number of hrs for the course (3 hrs per week x 16 weeks = 48 hrs), or $\$2,625/48 = \54.69 per hour in this example.

ID	Name	Date	Class	Clock Hrs	Rate	Reduction Amount

Supervisor/Chairperson Signature

Date

Divisional Dean Signature

Date