

Del Mar College

## Adjunct Faculty Absence/Substitute Report

Name: \_\_\_\_\_

Date(s) Absent: \_\_\_\_\_

CWID #: \_\_\_\_\_

Department: \_\_\_\_\_

- ❖ If absent and your at-will employment has not been terminated and a substitute is provided, your check will be adjusted per the substitute rate for the first three hours of absence in that class. (A6.11.4)
- ❖ If your class is canceled without a substitute or if you have been absent more than three lecture/lab hours and your at-will employment has not been terminated, your check will be prorated based on degree level (PhD – \$3,000.00, Masters – \$2,500.00, Bachelors & Associates - \$2,100.00).
  - ❖ Example – Master 3 credit course missing a 4th and 5th hour of lecture with an arranged substitute.  
 $\$2,500.00 \text{ divided by } 48 = \$52.08 \text{ times } 2 \text{ hours} = \$104.16.$   
 (Adjustment for the 4th and 5th hours of absence.)

- ❖ Substitute Rate for credit courses:
 

Class Type	Job Rate
❖ Lecture	\$17.47 per hour
❖ Lecture/Lab	\$15.29 per hour
❖ Lab	\$13.10 per hour
❖ Exam	\$ 8.74 per hour
- ❖ Substitute must be approved by Chairperson.
- ❖ See policy A6.11.2 for extended absences past 6 days.

Employee Class(es) Missed	Date(s)	Clock Hours	Class Type (see above)	Rate (per hour)	Salary Reduction					
_____	_____	_____	_____	_____	_____	<table style="width: 100%;"> <tr> <td style="text-align: right;"><b>Total Reduction</b></td> <td style="border: 1px solid black; width: 100px; height: 20px;"></td> </tr> <tr> <td style="text-align: right;"><b>Account #</b></td> <td style="border: 1px solid black; width: 100px; height: 20px;"></td> </tr> </table>	<b>Total Reduction</b>		<b>Account #</b>	
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_____	_____	_____	_____	_____	_____					
_____	_____	_____	_____	_____	_____					
_____	_____	_____	_____	_____	_____					

Substitute: \_\_\_\_\_ Substitute CWID# \_\_\_\_\_

Class(es) Taught	Date(s)	Clock Hours	Class Type (see above)	Rate (per hour)	Amount Due					
_____	_____	_____	_____	_____	_____	<table style="width: 100%;"> <tr> <td style="text-align: right;"><b>Total Pay</b></td> <td style="border: 1px solid black; width: 100px; height: 20px;"></td> </tr> <tr> <td style="text-align: right;"><b>Account #</b></td> <td style="border: 1px solid black; width: 100px; height: 20px;"></td> </tr> </table>	<b>Total Pay</b>		<b>Account #</b>	
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_____	_____	_____	_____	_____	_____					
_____	_____	_____	_____	_____	_____					
_____	_____	_____	_____	_____	_____					

Substitute: \_\_\_\_\_ Substitute CWID# \_\_\_\_\_

Class(es) Taught	Date(s)	Clock Hours	Class Type (see above)	Rate (per hour)	Amount Due					
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_____	_____	_____	_____	_____	_____					
_____	_____	_____	_____	_____	_____					
_____	_____	_____	_____	_____	_____					

**Route to Payroll through**

_____ Supervisor/Chairperson	_____ Date
_____ Dean of the Division	_____ Date

**Department Use only**

Copy to:

\_\_\_\_ Adjunct

\_\_\_\_ Substitute