



IMPORTANT! COMPLETED FORM IS DUE BY NOVEMBER 4, 2011.

PLEASE READ CAREFULLY:

This year, we are providing colleges with a way to include information about benefits beyond the data gathered in previous surveys. The information requested below will be reported in the online version of the survey.

1. Please indicate supplemental benefits available to full-time faculty members at your institution in the following areas.

(X) Release time (Please explain:) Time granted off to a faculty member to perform duties other than teaching. This may include committee work.

(X) Sabbatical - available after 7 years of employment for a maximum of 2 semesters (Full salary for one semester or 1/2 salary for one year.)

() Other (Please explain:)

2. Please indicate Employee Assistance Programs (EAP) available to full-time instructors on your full-time faculty. Indicate items which apply to your institution.

- (X) Financial education and services
(X) Outreach, assessment, and referral services for alcohol or chemical dependency
(X) Work/Life coaching - "fitness for duty consultations"
(X) Training and development workshops
(X) Conflict resolution/management
(X) Legal advice and analysis
() Wellness services (fitness coaches, nutritionist, smoking cessation, stress management, etc.)
(X) Other EAP benefits:

3. Other significant employee benefits:

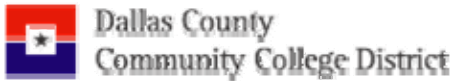
- (X) Paid insurance benefits for spouses and/or dependents (State subsidizes a portion of the cost)
(X) On-site childcare (At some locations)
() Other (Please explain:)

COLLEGE: DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

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Supplemental Employment - Formula Pay for Faculty

HROG Section:	Compensation
Document Title:	Formula Pay for Supplemental Employment
Initial Date Posted:	June 1, 1987
Last Date Revised:	August, 2006 April 30, 2003--Per CCAB/FACCAB Discussion on 4/28/03 July 8, 2002--Approved by the Board on 09/03/02 Approved by the Board on June 5, 2002 March 4, 2002 (as recommended by the VP Council on February 4, 2002) and approved by the Chancellor's Cabinet on March 4, 2002, wording edited following the CCAB meeting per email exchange November, 2001 May, 2001
Applies To:	Full-Time Faculty
Source:	District Human Resources
Purpose:	The Dallas County Community College District uses a formula in calculating faculty pay for summer school. In recognition of the various courses and duties performed by faculty at times other than "summer," this policy has been clarified to include the application of the formula to courses occurring between the Fall and Spring semesters, and the period between graduation and the beginning of the first formal summer term in any given academic year [referred to as nontraditional semester (s)].
Background:	<p>For purposes of this document, "faculty" is defined as all individuals paid on a faculty contract, including counselors and faculty librarians. ***Full-time faculty are allowed to work equivalent load to adjunct faculty members (49 percent of the 30-hour workweek), during the non-traditional semester. This means that not more than 49 percent of the 30-hour workweek (approx. 14.7 hours) or less during a non-traditional semester (May semester, Winter semester, etc.) (Note: During the summer, TRS Working Retirees are eligible to work 49 percent of the 14.7-hour workweek (7.35 hours) in order to remain compliant with TRS rules.)</p> <p>Further, an individual faculty member may be assigned to teach more than one course as a part of a nontraditional semester. In this scenario, the full-time faculty member can opt to be paid for one section during the non-traditional semester at a formula rate (generally available only for the May semester) and then paid the current adjunct rate for the other or may opt for both sections during the non-</p>

traditional semester be paid at the current adjunct rate of pay. (NOTE: LGI courses may qualify for full formula pay.) ***The location administration is responsible for approving the use of this formula pay for nontraditional semester assignments. When drawing formula pay, faculty are expected to keep pro-rata office hours and perform pro-rata institutional service assignments, such as, but not limited to, committee work, etc., as in "traditional" semesters.

Eligibility:

Full-time Faculty may be eligible for formula pay if they are serving on a current board approved faculty contract and have been awarded a board approved faculty contract for the following academic year.

Procedures:

Supplemental Employment Formula Pay may be used as compensation for non-teaching duties, as approved by the President. Such non-teaching duties might take the form of materials update in a particular teaching area, development of new program and the related instructional support responsibilities, or "lead" faculty in large, complex divisions.

Although the District does not guarantee supplemental employment to full-time faculty, personnel may be selected to assume extra duties for formula compensation. The formula workload is normally scheduled at the campus to which the faculty member was assigned during the previous academic year. If a maximum formula workload cannot be scheduled at the previously assigned campus, a faculty member may be assigned to teach at another campus, different campuses or in the day and evening in order to achieve the maximum workload. A maximum workload may also be achieved by scheduling the workload during any combination of sessions during the academic year.

A maximum workload for formula pay is six lecture hours or nine lab hours or a combination thereof. Compensation for a maximum formula pay is one sixth of annual contract multiplied by eighty percent (.1332). A maximum workload for an additional summer session is 49 percent of the 30-hour workweek (approximately 14.7 hours). All other extra service is paid at the standard extra service rate for the academic year in which the work is performed. Division Deans may approve exceptions to maximum workload and shall report exceptions to the President via the appropriate channels, but such exceptions will not cause additional pay under formula guidelines during a single academic year.

Formula Lecture/Lab Grid

		Lecture Hours						
		0	1	2	3	4	5	6
L	0		.0222	.0444	.0666	.0888	.1110	.1332
A	1	.0148	.0370	.0592	.0814	.1306	.1258	
B	2	.0296	.0518	.0740	.0962	.1184		
	3	.0444	.0666	.0888	.1110	.1332		
H	4	.0592	.0814	.1036	.1258			

O 5 .0740 .0962 .1184

U 6 .0888 .1100 .1332

R 7 .1036 .1258

S 8 .1184

9 .1332

Exceptions to Use of the Lecture/Lab Grid: The Contact Hour Course Table (see below) is used to determine workload factors for physical education activity courses.

Contact Hour Course Table

	Compensation
30 contact hours/semester = 25%	.0333
60 contact hours/semester = 50%	.0666
90 contact hours/semester = 75%	.0999
120 contact hours/semester = 100%	.1332

NOTE: For certain courses, primarily in health occupations, these formulas do not apply.

Formula Teaching Priorities to be Used in Specific Semesters

Note: This priority list has to do with assignment and not pay calculations.

Personnel shall be assigned to teach during any summer session based upon the following priorities in descending order:

1. A division dean who must fulfill contractual teaching obligations.
2. A full-time faculty member who was assigned to the campus during the previous academic year and is able to teach at least five lecture hours (.1110).
3. A full-time faculty member who was assigned to another campus during the previous academic year, but was unable to teach at least five lecture hours (.1110).
4. A full-time faculty member who was assigned to the campus during the previous academic year and teaches at the extra service rate or the remainder of a maximum workload, or a division dean who desires supplemental summer employment.
5. A full-time faculty member who was assigned to another campus during the previous year academic year, but was unable to teach at the extra service rate

at that campus.

6. A new full-time faculty member who will begin teaching during the subsequent academic year.
7. A full-time faculty member who retires during the previous academic year.
8. A full-time faculty member who resigns during the previous academic year.
9. A part-time faculty member.

Adherence to the above priorities may necessitate reassignment of personnel after registration.

Formula Pay Guidelines

	Compensation	Workload Regulations
<p>A Faculty Generally 50% to 100% contract for prior and following academic year. Exceptions: Faculty who retire after the academic year are compensated the same as faculty generally for the ensuing formula session (only available to the retiring faculty member if not previously used during last academic year of employment). For purpose of this document, "faculty" is defined as all individuals paid on faculty contract, including counselors and faculty librarians.</p>	<p>1/6 annual contract x 80% (.1332) or lecture/lab grid</p>	<p>Maximum of 6 lecture hrs. or 9 lab hrs. or combination thereof for single session or maximum scheduled during any session</p>
	<p>Extra service rate</p>	<p>Maximum of 49% of the 30-hour work week (approx. 14.7 hrs.) for each additional teaching semester/session</p>
<p>B Mid Management 10 mo. contract for prior academic year</p>	<p><i>See workload guidelines for supplemental employment</i></p>	<p>One month equals 132 hours</p>
	<p>Extra service rate</p>	<p>Maximum of 49% of the 30-hour work week, (approx. 14.7 hrs.) for any session</p>
<p>C Counseling/LRC/Health</p>	<p>1/6 annual</p>	<p>Maximum of 6 hrs</p>

Occupations Personnel Academic Advising 50% to 100% contract for prior and following academic year	contract x 80% (.1332)	per day for 26 days (156 hours)
	Extra Service Rate	Maximum of 6 hrs per day for 26 days (156 hours)
D Division Deans Evening Instructions	Extra Service Rate	Maximum of 49% of the 30-hour work week (approx. 14.7 hrs.) for both summer sessions
Field Studies	Contractual Obligation	One field course between end of the spring and beginning of first summer session or one course during either summer session.
E Field Studies Faculty at maximum workload for summer session	Extra Service rate	One course from the end of spring semester to end of second summer session.
Faculty not at maximum workload for summer session	1/6 annual contract x 80% (.1332) or lecture/lab grid	One course from the end of spring semester to end of second summer session.
F Community Service Instruction 50% to 100% contract for prior and following academic year	Community service rate (not to exceed \$2100 if teaching maximum summer workload for single session)	Requires VCEA approval, if teaching a maximum summer workload
G Instructional Development 50% to 100% contract for prior and following year	Instructional development rate (not to exceed \$2100 if teaching maximum summer workload for single session)	
H Industry Renewal 50% to 100% contract for prior and following academic year	Rate contingent on funding	Requires Presidential and VCEA approval

Formula pay is included in the regular payroll check in equal increments, based on the beginning and ending dates of service.

While a faculty member may be paid using the summer pay formula during more than one semester in an academic year, it is the first level supervisor's responsibility to ensure that the maximum formula (.1332) pay is not exceeded for that year.

An exception to load guidelines such as supplemental load beyond 49 percent of the 30-hour workweek (approx. 14.7 hours) equivalent for DCCCD employees, or supplemental load during the regular work day should be documented, approved by the appropriate college administrator and discussed with the Chancellor by the official reporting date for the semester/class and the documentation kept on file at the college. Additions or changes made after the official reporting date should be documented as well.

Exceptions To Policy: Retiring faculty will be eligible for formula in their final contract year.