Frequently Asked Questions

- **What does it mean to be a non-exempt employee?**
  Employees are classified as either “non-exempt” or “exempt” according to the Fair Labor Standards Act and corresponding state regulations. If an employee is classified as non-exempt it means that they are paid by the hour. Whether an employee is classified as exempt or non-exempt does not change how the University values or views that employee; the classification is merely a legal distinction that reflects applicable state and federal law.

- **Why is the University making this change?**
  We are required to do so. Within higher education, quarterly and semester adjunct faculty (QALs and SALs) have traditionally been paid on a per-course basis. Although we believe that QALs and SALs have been appropriately and fully compensated, the per-course payment structure has recently been challenged in California. We are not alone in this regard; this impacts other private universities, as well. However, public employers in the state, including the UCs, CSUs and Community Colleges, as well as K-12 teachers in both private and public schools, are exempt from this requirement. The state of California’s requirements are also more demanding than the federal standards.

- **Do quarterly and semester adjunct faculty have a voice in this matter?**
  Yes. While this change is required, we are committed to working collaboratively within our governance system to ensure the implementation is fair and values the important work of our QALs and SALs. We have already begun consultation with the University Coordinating Committee (UCC), Faculty Affairs Committee (FAC), Deans, and Department Chairs, and are forming a Quarterly and Semester Adjunct Lecturer Working Council to help guide implementation. With all voices at the table, we will work through this change together.

- **Will quarterly and semester adjunct faculty be compensated for time spent for class preparation, grading, and office hours?**
  Yes. All time spent teaching, preparing, grading, and holding office hours constitutes as hours worked and is compensable time. Under the new classification, the only difference is that compensable time should be reported in the University’s timekeeping system. Specific guidance will be provided after consultation with our collaborative governance system.

- **Will adjunct quarterly and semester faculty be eligible for overtime?**
  Yes. Given the part-time nature of QAL and SAL appointments, we do not expect that QALs and SALs will be incurring a great deal of overtime. In instances where QALs and SALs work for periods in excess of eight (8) hours in a day or in excess of 40 hours in a week, they will become eligible for overtime pay at a rate of 1.5x their regular rate of pay. They will be eligible for overtime pay at a rate of 2x their regular rate of pay for all hours worked over 12 hours per day and all hours worked beyond the eight hours of work on
the seventh consecutive day of work in the workweek. The University’s payroll
timekeeping system will calculate regular pay and overtime pay based on hours
submitted by employees.

● **Will I need to ask for approval to accrue overtime?**
  We are very cognizant of the need to not allow this required change to interfere with the
  flow of work - especially during critical time periods such as grading final exams. While
  requests for overtime must be approved by a designated manager prior to working extra
  hours, we are working through how to address known busy periods and other matters
  through our collaborative governance system. Once that is fully defined, we will share
  clear instructions.

● **Will I make the same amount of money?**
  While specific QAL and SAL hourly rates have yet to be determined, they will reflect the
  existing per-course rates. What a faculty member earns per course will depend upon the
  actual number of hours worked and reported.

● **How will time be reported?**
  Each employee will enter their own hours worked in the University timekeeping system
called Workday (set to replace PeopleSoft/ecampus). Employees can enter their hours
  once per day, multiple times per day, or once at the end of each two-week pay period.
  All time must be properly entered and submitted for it to be paid. There will also be
  training sessions available in each School and through the Department of Human
  Resources, as well as a website with instructions at the start of the 2019 fall quarter and
  semester.

● **Who approves time?**
  Time entered into the University timekeeping system will be approved at the Dean level.
  If there are questions regarding hours reported the Dean or their designee will reach out
  to the individual and/or the Chair.

● **Will adjunct faculty continue to receive semi-monthly paychecks?**
  Yes. All employees, whether non-exempt or exempt, are paid on a semi-monthly basis.

● **What about time worked in previous years?**
  The Provost’s Office is working with our collaborative governance system to establish a
  range of hours per week and a range over the entire quarter/semester typically required
  teach a course. It is anticipated that the majority of courses would not require hours
  worked beyond the ranges set. Nevertheless, if, after these ranges are established and
  a quarterly or semester adjunct faculty member believes they did work beyond the hours
  specified for a class they taught within the past four years (fall 2015 - spring 2019), they
  can submit a request for any hours they worked for which they believe they were not
  compensated. The University will evaluate each request to determine if back pay is
appropriate. Specific instructions for submitting such requests will be communicated when the ranges are established.