Office of the Provost  
Department of Human Resources  
June 12, 2019

Additional Frequently Asked Questions for Quarterly and Semester Adjunct Lecturers Regarding Non-Exempt Classification

If I am an exempt employee for a separate employer, does this change in classification affect my classification at my other job?

No. Your exempt or non-exempt classification status for your position at Santa Clara University does not affect your classification status in a position you may hold at another employer.

With this change, will I make the same amount as I would have if I was paid per course?

What a quarterly or semester adjunct faculty member earns per course will depend upon the actual number of hours worked and reported. The hourly wage for these courses was determined by estimating the time it takes to prepare, teach and grade such a course and factoring in the previous per course rate.

Will I receive holiday pay if I work on a holiday?

If you choose to work on a University recognized holiday you will be paid at your regular hourly rate for those hours. You will not receive any additional compensation or holiday pay premium.

What happens if I work on the weekend?

If you choose to work on a weekend you will be paid at your regular hourly rate for those hours and may incur overtime, as applicable.

Would teaching an evening course be considered overtime?

Typically, no. Overtime is earned for time worked beyond 8 hours for SCU in any single day. If you are a non-exempt SCU employee and you worked 8 hours for SCU during the day, then went on to teach an evening course, those hours worked beyond the 8th hour would be considered overtime and you would be compensated at the overtime rate of 1.5x your regular rate of pay.

If I commute to SCU to teach, is my commute time considered hours worked?

No. An individual’s normal commute time to and from work is not considered hours worked. Any travel that you are required to make for your teaching assignment, other than your commute, would be considered time worked and should be reported on your timesheet. For example, if you teach a lab and you have a site visit with students to collect soil samples, travel to and from the site would be considered time worked.

How is my course preparation time compensated?

All time spent directly preparing for your course during the contract period is compensable time. You are not expected to prepare for your course, or perform any work, outside of the contract period. Direct course preparation includes preparing the syllabus, creating assignments, and preparation for each individual class, lab, or lecture. However, please note compensable course preparation does not include time spent on your own professional development within the field or time outside the contract period. For
example, time spent reviewing a selection of books to decide which is the most suitable textbook for your course or which books you will assign as reading for the course, would be considered compensable time that you should report on your timesheet. In contrast, time spent reading and reviewing articles or books in the field or subject matter of your expertise would not be compensable time, but rather time spent on your own professional development. (Please see “guidelines for compensable time” below.) We understand that this assessment may be nuanced. If you have any questions regarding whether something should be considered compensable time please discuss with your dean.

What are the guidelines for compensable time?
Compensable time includes:
- All instructional time spent teaching the course, grading assignments, papers, and exams, and entering grades.
- All time spent reading and responding to student emails regarding your course.
- All time spent holding office hours (regardless of whether any students attend).
- Any time spent answering student questions before and after class.
- Any time spent proctoring an exam.
- Any time spent in mandatory department meetings, orientations, safety trainings, sexual harassment training, or other meetings where your presence is required.
- Time spent directly preparing for the course. Compensable course preparation includes preparing the syllabus, creating assignments, and preparation for each individual class, lab, or lecture.

The information sheet, *Hours Worked and Time Keeping for Non-Exempt Faculty*, available at [LINK], provides more information and detail regarding what constitutes compensable time.

If I attend a conference, is that compensated?
Ordinarily, teaching a course does not require conference attendance. Conferences are typically for professional development overall and not specifically required to teach a course. In a rare instance when your department chair or dean requires you to attend a conference as part of your teaching assignment then such hours are considered time worked with approval of your chair or dean.

Who approves my time?
A member of the Dean’s office will approve your time. If there are any questions regarding time submitted, they may discuss with your chair and you before approving your timesheet.

If I am a current SCU staff member who teaches a course, how does this change impact me?
If you are a non-exempt SCU staff member, you will enter hours for the time spent teaching a course on a separate timesheet because the hourly rate for this is likely to be different from that associated with your other staff duties. If you are an exempt SCU staff member, there is no change, you will continue to receive supplemental pay at a per course rate for any courses you teach in addition to your regular staff position.

If I am an academic year faculty member, how does this change impact me if I teach an overload?
Overloads for faculty with an academic year appointments (academic year adjunct lecturers, renewable-term lecturers, senior lecturers, and tenure-track and tenured faculty) will not change and will be paid at a per course rate established by each school.

**How will this work for undergraduate summer session?**
Quarterly or semester adjunct lecturers who teach in undergraduate summer session will be non-exempt and paid hourly.

Academic year faculty with 12-month appointments will be paid at a per course rate established by summer session.

Academic year faculty with 10-month (academic year adjunct lecturers) will be hired to teach in the summer as non-exempt employees and paid hourly during the summer unless they hold another exempt position at the University at that time.

**What happens if I forget to enter my hours?**
A day before the time entry deadline you will receive a notification via SCU email or the Workday system reminding you of the deadline to submit your time by noon the next day. If you forget to enter your hours, Payroll will not be able to process a paycheck for you and you will not receive any pay for that pay period. You and your dean’s office will need to request an off-cycle check from Payroll after submitting your time entry to receive your pay. The University will not be able to pay you unless you submit your hours on the University’s time keeping system.

**When will I learn how to enter my hours?**
The Department of Human Resources will conduct training sessions for semester adjunct lectures starting in July and August and for quarterly adjunct faculty starting September 1, 2019. The schedule will be shared by the end of June.

**For the fall 2019 semester (JST and Law), how will my hours be tracked since we are moving from PeopleSoft to Workday on September 1, 2019?**
Hours will be tracked using paper timesheets and entered into the PeopleSoft system in July and/or August and then transition to tracking in the Workday system in September. You will not have to learn two different systems of time entry.