CALCULATING YOUR WORKLOAD AND PAY
(8/27/2019)

Calculating Your Workload

Your workload may be calculated in two different ways.

1. Workload Units **(WL)**
2. Full Time Equivalent Faculty **(FTEF)**

These are just two ways of thinking about the same thing.

WL = **Hours Assigned per Semester** / 17.5 x **Load Factor**

(Semester hours / 17.5 = weekly hours for Fall and Spring assignments.
Summer assignments have the same workload and use the same calculations for load even though the work is condensed into less time.)

FTEF = **WL** / 15

This online calculator can do the calculations for you.

Type of Assignment	Load Factor From Contract Exhibit C
Lecture and Conference	1.00
Lab A (formally "science" before July 2018)	0.85
Lab B (formally "non-science" before July 2018)	0.75
English Composition	1.25
Art (2 hr lecture x 1) + (4 hr lab x 0.75)	0.83
Non-credit and HS	0.60
Non-credit Composition (ESL A 3180)	0.75
Library and Counseling	0.50
Non-Instructional (a.k.a. Instructionally-related)	0.43
Work Experience: Workload = census enrollment / 8.33	N/A

Some Examples Calculating WL and FTEF

Mimi teaches 15 hr/wk of full term (17.5 weeks) lecture classes.
WL = ([15 x 17.5] /17.5) x 1.0 = 15.00
FTEF = 15.00 /15.00 = 1.00

Frank teaches 6 hr/wk of an 8-week Lab A class.
WL = ([6 x 8] /17.5) x 0.85 = 2.33
FTEF = 2.33 /15.00 = 0.155

Cybil teaches 4 hr/wk of a full term composition class.
WL = ([4 x 17.5] /17.5) x 1.25 = 5.00
FTEF = 5.00 /15.00 = 0.33

Henry teaches 15 hr/wk of a full term non-credit class.
WL = ([15 x 17.5] /17.5) x 0.60 = 9.00
FTEF = 9.00 /15.00 = 0.60

Mary teaches 10 hr/wk of a full term non-instructional assignment.
WL = ([10 x 17.5] /17.5) x 0.43 = 4.30
FTEF = 4.30 /15.00 = 0.287

Roy teaches a work experience class that has 20 students at census.
WL = 20 / 8.33 = 2.40
FTEF = 2.40 /15.00 = 0.160

Calculating Your Pay

Pay for a semester = **WL** x **Pay per WL**
Your specific **Pay per WL** can found on the pay scales.
You'll need to know your step and column.
Note that your pay for the semester will be divided into monthly checks.
For full-semester assignments, it will be divided into 5 monthly checks.
For short-term assignments, including summer assignments, it will usually be divided into the number of months the assignment spans.

An Example Calculating Pay

Mimi is a PT instructor at column F and step 7.
She has a WL = 9.00 for a full semester (FTEF 0.60)
Pay per WL = $2,285.31
Her total semester pay = 2,285.31 x 9.00 = $20,567.79
Gross pay for each of 5 checks = $20,567.79 /5 = $4,113.56