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.

\[
WL = \frac{\text{Hours Assigned per Semester}}{17.5} \times \text{Load Factor}
\]

(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.)

\[
FTEF = \frac{WL}{15}
\]

This online calculator can do the calculations for you.

<table>
<thead>
<tr>
<th>Type of Assignment</th>
<th>Load Factor From Contract Exhibit C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture and Conference</td>
<td>1.00</td>
</tr>
<tr>
<td>Lab A (formally “science” before July 2018)</td>
<td>0.85</td>
</tr>
<tr>
<td>Lab B (formally “non-science” before July 2018)</td>
<td>0.75</td>
</tr>
<tr>
<td>English Composition</td>
<td>1.25</td>
</tr>
<tr>
<td>Art (2 hr lecture x 1) + (4 hr lab x 0.75)</td>
<td>0.83</td>
</tr>
<tr>
<td>Non-credit and HS</td>
<td>0.60</td>
</tr>
<tr>
<td>Non-credit Composition (ESL A 3180)</td>
<td>0.75</td>
</tr>
<tr>
<td>Library and Counseling</td>
<td>0.50</td>
</tr>
<tr>
<td>Non-Instructional (a.k.a. Instructionally-related)</td>
<td>0.43</td>
</tr>
<tr>
<td>Work Experience: Workload = census enrollment / 8.33</td>
<td>N/A</td>
</tr>
</tbody>
</table>
**Some Examples Calculating WL and FTEF**

Mimi teaches 15 hr/wk of full term (17.5 weeks) lecture classes.

\[
\text{WL} = \frac{[15 \times 17.5]}{17.5} \times 1.0 = 15.00 \\
\text{FTEF} = \frac{15.00}{15.00} = 1.00
\]

Frank teaches 6 hr/wk of an 8-week Lab A class.

\[
\text{WL} = \frac{[6 \times 8]}{17.5} \times 0.85 = 2.33 \\
\text{FTEF} = \frac{2.33}{15.00} = 0.155
\]

Cybil teaches 4 hr/wk of a full term composition class.

\[
\text{WL} = \frac{[4 \times 17.5]}{17.5} \times 1.25 = 5.00 \\
\text{FTEF} = \frac{5.00}{15.00} = 0.33
\]

Henry teaches 15 hr/wk of a full term non-credit class.

\[
\text{WL} = \frac{[15 \times 17.5]}{17.5} \times 0.60 = 9.00 \\
\text{FTEF} = \frac{9.00}{15.00} = 0.60
\]

Mary teaches 10 hr/wk of a full term non-instructional assignment.

\[
\text{WL} = \frac{[10 \times 17.5]}{17.5} \times 0.43 = 4.30 \\
\text{FTEF} = \frac{4.30}{15.00} = 0.287
\]

Roy teaches a work experience class that has 20 students at census.

\[
\text{WL} = \frac{20}{8.33} = 2.40 \\
\text{FTEF} = \frac{2.40}{15.00} = 0.160
\]

**Calculating Your Pay**

Pay for a semester = \text{WL} \times \text{Pay per WL}

Your specific Pay per WL can be found on the pay scales.

You’ll need to know your step and column.

\textbf{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 \text{WL} = 9.00 for a full semester (FTEF 0.60)

\text{Pay per WL} = $2,285.31

Her total semester pay = 2,285.31 \times 9.00 = $20,567.79

Gross pay for each of 5 checks = $20,567.79 / 5 = $4,113.56