

PAYCHECK DECODING 5/15/17

- You do not have to try to understand the codes on the paychecks. Find out how much your gross pay should have been and see if they got paid that amount. Don't get mired in checking each line of a paystub.
- Web4 lists erroneous rates and hours, although total amounts are correct. Paysend is easier to read.
- Remember to use gross pay, not net.
- Don't try to use W2 forms.

HOW PT FACULTY ARE PAID

Part-time faculty are now paid by load, and don't let anyone tell you differently. That means you'll need to know the workload.

- Part-timers can look up load in FLAC
- Ask your chair or coordinator
- Use this calculator: http://www.ccsf.edu/Offices/Scheduling_Office/fte.htm

You'll also need to know step and column. Check the top of the paysend paycheck, not Web4.

Once you know those, you can see what they should have been paid. Pay scales are here: **Contract**

HOW FT FACULTY ARE PAID

Full-timers earn an annual salary, usually broken into 12 equal checks.

FT Overload is paid like part-time work: it's still paid-by-load. To find how much a full-timer who has overload should be paid, find their base salary first, then add what they should be getting for overload. Steps for overload work differently. Take a look at the "years completed" column on the pay scale.

Occasionally you'll run into a full-timer who is working less than a full load. If it's just a little under, they're probably getting their full pay anyway. But some are working much less – maybe 75% or 80% load. For those, use the "FT pay by workload" pay scale.

SUBBING

Subbing is paid hourly. It has its own pay scale. Step and column don't matter, only the type of assignment. (Admin calls this the lowest step and column from table 71.)

OFFICE HOURS FOR PART-TIMERS

These are also paid hourly. We only found that out recently, so we haven't gotten that pay scale up on our website yet. It is on CCSF's website. You can also calculate it: Take the annual PT non-instructional rate at the correct step and column and divide by 1225. (Admin calls this table 71.)

EXCEPTIONS

- For short-term classes, the pay is usually stretched over 5 equal checks, just like other assignments. But not in every case. Some are paid only in the months of the actual assignment.
- For people who work in more than one department or more than one site, it can be hard to figure out the total load. The chairs and coordinators don't always know. Part-timers can check FLAC. In some cases, you just have to go around and ask each coordinator.

RESOURCES

Pay scales: **Contract**

Detailed instructions to check your paycheck: <http://www.aft2121.org/check-your-check/>

A calculator for FTE and workload: http://www.ccsf.edu/Offices/Scheduling_Office/fte.htm

The Office of Instruction published this 10-page guide to FLAC for faculty:

https://www.ccsf.edu/dam/ccsf/documents/OfficeOfInstruction/Scheduling/FacultyGuidetoFLAC_v1-0.pdf

To report a problem on your paycheck:

<https://leadernet.aft.org/webform/report-payroll-problems>

This form automatically forwards to AFT 2121 and to CCSF's payroll department.

SICK LEAVE

This is easy for full-timers. It's usually 10 days per year.

For part-timers, the formula is $0.057 \times$ the hours we work in a semester. For those who work the same assignments for the whole semester, that works out to roughly the number of hours per week. If I work 15 hours per week, I get just short of 15 hours per semester as sick leave.

The contract article (17.C.1.2) is confusing. It's written as if non-instructional hours are hourly, and that's no longer the case. But the formula holds for all part-timers, instructional and non.

STRS WEIRDNESS FOR FULL-TIMERS

Most full-timers are paid over 12 months. The problem is that CALSTRS does their accounting by assuming you're paid over 10 months. So CCSF has to do some backflips to get the numbers right.

Each month they report your total income to CALSTRS, and deduct a chunk of that. But you didn't get your whole total; some of it was deferred for summer. So they add back in the deduction they took from the deferred amount. That's why during the school year, you have two lines -- a positive deduction and a negative deduction.

Over the summer, you're really only getting one deduction, hopefully marked with code 217. The other line is just a year-to-date accounting, not money that's actually being taken out of your paycheck. Those would be code 210 and 219.

COLUMN PLACEMENT

Don't blame me; I didn't invent this crazy system. It used to be based on how many graduate units you had earned after your MA. But that wasn't working, since different MA programs require different numbers of units. So now they base it on units after your BA, but they never updated the names of the columns reflect that change. At CCSF, we do everything the hard way.

For Disciplines Requiring an MA:

F = MA only

F+15 = 45 units after your BA (because the first 30 were probably your MA)

F+30 = 60 units after your BA

F+ 45 = 75 units after your BA

G = PhD or 90 units after your BA

STEP PLACEMENT FOR PART-TIMERS

You move up a step every four semesters. If you're in your first – fourth semesters, you're at step 1. At the beginning of your fifth semester, you jump to step 2.

Here's the weird bit: Semester count for the purpose of seniority looks a little different. For that purpose, they use the number of semesters you've completed, not the semester you're currently in. So your first semester, you're in semester 1 (step 1) for the purpose of pay, but semester 0 for the purpose of seniority.

Semester count for seniority was NOT frozen in 2009-2010.

New step placement rules go into effect for new hires as of Fall 2016. Part-timers will now be placed just like full-timers, counting previous experience. The complication is that you'll be placed at the beginning of whatever step you qualify for.

- For example: Suppose they count up your experience and you've earned the equivalent of six semesters. You're on step 2 (semesters 5-8). But instead of being credited with the six semesters, you're placed on semester five, the beginning of step 2.
- This applies to new hires only, as of Fall 2016.

LOAD

PT max is 67% (workload 10).

- Above that requires an upgrade. (Article 26)
- Limit on upgrades is no more than two semesters in any six-semester consecutive period. (26.D.2.5)

Categorical part-timers DO NOT require a formal upgrade, and are not limited in how many upgrades they may have. But they still get paid at 100% if load goes above 67%.

- If someone works 67% or under as a general-fund assignment, and also has a categorical assignment that puts them over 67%, treat it like categorical, above.
- This may change soon. AFT and Admin agreed in this contract to discuss making categorical assignments "in-load" for part-timers.

PT bar to get benefits is 50% (workload 7.5). (Article 21.B)

FT "soft" limit is 140% (workload 21). Above that requires approval of VC. This is not in the contract, but it's policy and practice.

Large Class multiplier (for credit only) (Article 18.C)

- Projected enrollment of 60-100 qualifies for 1.5 load factor
- Projected enrollment 100 and up qualifies for 2.0 load factor

Small Class Multiplier 0.8 (Article 18.A.1)

- Contact says used only by agreement. In practice, never used.