



PART-TIME INSTRUCTOR (PTI) PAY RATE FAQ

Q: What hourly rate are PTIs paid?

Beginning Winter Intersession 2017, Part Time Instructors (PTIs) will be paid a variety of different hourly rates for different types of work. The hourly rates are set forth in the Employment Agreement between each Part-Time Instructor and the Academy. Instructors will be paid for all hours worked and must report and categorize hours worked via the Workday system.

Q: What are the various categories of work?

Instructors are expected to use their best judgment when determining how to categorize work time in accordance with the below definitions. However, in the event Instructor has any questions regarding how to properly categorize work time, Instructor may contact the Human Resources Department at: faculty@academyart.edu or 415-618-6339. No individual is authorized to communicate to Instructors any rate that conflicts with the below established rates and work categories for PTIs.

1. **In-class teaching** will be paid at the hourly rate set forth in the Employment Agreement. In-class teaching for **onsite Instructors** is time spent physically in the classroom or on a field trip while students are present. In-class teaching time should be consistent with the start and end time of each class. In-class teaching for **online Instructors** is time spent in the online class environment creating, reading and posting discussions and responses, posting critique feedback, posting assignment grades, and conducting live online meetings. The in-class teaching time category is also applicable to Workshops, EAP Support, Directed Study Mentorship, Art Experience Classes, and Class Substitution.
2. As set forth in the Employment Agreement, Instructors will be paid at the hourly rate of \$45 per hour for **Directed Study Mentor** in-class teaching and EAP Support Instructors will be paid at the hourly rate of \$25 for **EAP Study Group** work.
3. Attendance at pre-approved **DAT meetings, mid-point and final review sessions,** and **curriculum leadership team meetings** will be paid at \$40 per hour. **Guest Speakers** will be paid \$16.67 per hour for time spent in the classroom as a Guest Speaker. Participation in these activities are at the request of the Academy and acceptance by the Instructor. A meeting is only considered a DAT meeting if it has been pre-approved by the Director of Assessment and the work product and DAT Meeting Summary form have been submitted to SharePoint. A Midpoint/Final Review applies to committee members who are participating in a formal presentation/review of student work based on program learning outcomes and documented in the LMS (Learning Management System).

All work hours submitted on timesheets by Instructors will be audited. Any hours that are incorrectly categorized will be corrected and paid at a rate consistent with Academy policy and this FAQ document.



4. As set forth in the Employment Agreement, Instructors will be compensated **\$15.00 per hour** (or other applicable hourly rate if PTI is performing work in a location where the minimum wage rate is greater) for all other time worked. Such time includes:
 - a. **Training.** Time spent Training includes, but is not limited to, receiving or providing new faculty orientation, online instructor training, and peer mentorship. Time spent training should be recorded as Training Time.
 - b. **Travel.** Travel from one work site to another is work time. If an employee reports to one worksite and is then required to travel to another worksite, that time should be recorded as Travel Time. Time spent commuting at the beginning and end of the workday within your normal commute area is not compensable, including time spent commuting between the Instructor's home location outside of the San Francisco Bay Area and the Academy's worksite when the Academy covers round-trip airfare or mileage reimbursement. Please see the Academy's Travel Policy for more information.
 - c. **Other Work Time.** Other Work Time includes but is not limited to: administrative tasks, completing new hire/rehire paperwork, preparing for class or classroom faculty observation, communicating with students & the Academy, evaluating and grading students outside the classroom, completing faculty observation paperwork, maintaining current and accurate records that require online entry of student data, such as attendance, progress grades, midterm grades and final grades, copying and faxing student and Academy documents, attendance at required department and Academy meetings and activities, and rest breaks.
 - d. **Interim Time.** Instructors are free to leave the premises and use interim time (time between two scheduled work periods) for their own personal purposes. If the time between two scheduled work periods is too short to be effectively used for their own purposes, instructors should use the time between two scheduled work periods for other compensable work such as grading, setting up for class, communicating with students, etc.

The rates discussed above are subject to change. Individual Instructors should consult their Employment Agreement for accurate and up to date hourly rate information.

Q: Are PTIs eligible for overtime?

Yes, PTIs are eligible for overtime in accordance with state and federal law and the overtime policy



in Section 6030 of the [Employee Handbook](#). California PTIs are eligible for overtime for all hours worked in excess of 8 in a day or 40 in a week.

Q: Can overtime pay be waived?

No. The overtime requirement may not be waived by agreement between the employer and employees. Even if a PTI was told that they could not work overtime, the Academy must still pay for his or her overtime worked. However, this situation will be addressed with the PTI as it is a violation of company policy to work overtime without prior approval.

Q: How is PTI overtime pay calculated?

PTI overtime pay is calculated by using the 'weighted average method'. Specifically, the total compensation for a given week is divided by the total number of hours worked in that week. This provides the 'regular rate of pay' for that week. The regular rate is then used to calculate overtime in accordance with state and federal law. In California, the regular rate is then multiplied by 1.5 (time and one half) for all hours worked in excess of eight (8) hours up to and including twelve (12) hours in any workday and for the first eight (8) hours worked on the seventh (7th) consecutive day of work in a workweek. For all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) hours on the seventh (7th) consecutive day of work in a workweek your regular rate is multiplied by 2 (double time). The overtime rate may vary from week to week depending on how many hours are worked at each rate of pay.

Overtime pay is based on actual "hours worked." Time off for lunch breaks, sick leave, and other absences are not considered "hours worked" for calculating overtime.

Q: How do PTIs track their time?

PTIs track their hours worked daily in accordance with Section 6040 of the [Employee Handbook](#). PTIs record time via Workday. PTIs must submit via Workday, hours worked each week for approval by their Department and submission to Payroll for processing. PTIs are responsible for tracking and entering all hours worked in Workday. Please refer to specific step-by-step Workday time tracking instructions here: [Part Time Faculty Time Sheet Instructional Video](#)

The Academy cannot pay PTIs correctly if they do not report their work hours. **It is the PTI's responsibility to accurately record all hours worked.** Here are some key things about recording time:

- PTIs must record the exact time they begin and end each work period.
- PTIs must assign a task to each work period (In-Class Teaching, Other Work, DAT, Mid-point/Final Review, Training, etc.).
- PTIs must record paid sick leave taken. Sick leave is paid by primary position pay rate.
- PTIs must record the exact time that they begin and end their meal periods each day.
- Working off the clock is strictly prohibited. Working off the clock means doing work



tasks without recording the time spent doing them. Working off the clock is grounds for discipline.

Q: Do PTIs need permission to work overtime?

PTIs are expected to work part time hours. The Academy expects that most PTIs will not need to work overtime in order to complete their work. Thus, PTIs must get the approval of their Department Director before working more than 8 hours in any given day or more than 40 hours in any given work week. PTIs are not permitted to work 7 consecutive days in any given work week (Monday through Sunday) without prior approval from Department Director. If circumstances prohibit prior approval, PTIs must inform the Academic Administrator of the overtime work as soon as possible. PTIs will be paid for all overtime hours worked, even if they did not obtain prior approval, but may be disciplined for working unauthorized overtime.

Q: When do PTIs take meals and break periods?

PTIs are responsible for scheduling and taking paid rest breaks and unpaid meal periods during their work time consistent with Section 6060 of the [Employee Handbook](#). Some key points to remember about meals and rest breaks:

- Breaks and meal time must be uninterrupted by work activity.
- A PTI who works five or more hours in a workday, but who does not work more than ten hours in a workday, must take a 30-minute meal period before the end of the 5th hour of work.
- A PTI who works 10 or more hours in a workday, must take a second 30-minute meal period before the end of the 10th hour.
- PTIs who are unable to take meal or rest breaks should inform their manager and comply with the premium request process described in Section 6060 of the [Employee Handbook](#).
- **For New York employees only:** Employees working at least a six-hour workday, which extends over the noon meal period (11 a.m. to 2 p.m.), are entitled to a 30-minute meal break to be taken between 11 a.m. and 2 p.m. Employees who start their workday before 11 a.m. and continue after 7 p.m. are entitled to a 30-minute noon meal break and an additional 20-minute break between 5 p.m. and 7 p.m. Employees who work more than six hours in their workday starting between the hours of 1 p.m. and 6 a.m. are entitled to a meal break of at least 45 minutes in the middle of their workday. An uninterrupted meal break lasting 30 minutes or more will be unpaid for nonexempt employees.
- **For Connecticut and Delaware employees only:** Employees who work seven and one-half or more consecutive hours will be provided one 30-minute meal break. The meal break generally should be taken after the first two hours of work and before the last two hours of work.

Q: Are PTIs paid for travel time?



Yes. Travel time outside of the normal commute is compensable. Time spent commuting at the beginning and end of the workday within your normal commute area is not compensable, including time spent commuting between the Instructor's home location outside of the San Francisco Bay Area and the Academy's worksite when the Academy covers round-trip airfare or mileage reimbursement. So, for example, if you teach one class at 79 Montgomery and another class at 450 Townsend on the same day, the time spent traveling between buildings should be recorded as travel time. However, the time spent getting to 79 Montgomery for the first class of the day and the time spent getting home from 450 Townsend should not be recorded as travel time. Please consult the Academy's Travel Policy for details on overnight or out of town travel.

Q: Are PTIs paid for travel expenses?

Expenses related to pre-approved business-related travel will be reimbursed in accordance with Section 8010 of the [Employee Handbook](#) and the Academy's Travel Policy. No Academy employee is eligible for reimbursement of the normal costs associated with commuting to and from work. PTIs are expected to use the free Academy shuttles between work locations if it is necessary for them to travel between work locations during the work day.

Q: Are PTIs paid for business expenses?

Yes, PTIs are reimbursed for reasonable business expenses in accordance with the applicable law and Section 8010 of the [Employee Handbook](#). All expenses must be approved in advance by Management and itemized receipts or evidence of expenditures must be submitted with all reimbursement requests. PTIs should contact the Academic Administrator or the Purchasing Department for detailed information and procedures for receiving reimbursement.