

## GTF PROPOSAL

### ARTICLE 21 SALARY

**Section 1.** At a .50 FTE appointment, a GTF will be assigned employment responsibilities that do not exceed a maximum of 219 hours for the quarter, or with the mutual consent of the GTF and the employing department, program or administrative unit, 656 hours per 9-month academic year.

Workloads for GTFs shall be prorated on the percentage basis of FTE. For example, a GTF appointed at .20 FTE (the minimum quarter appointment) shall be assigned employment responsibilities that do not exceed a maximum of 88 hours of work per quarter, and proportionately for appointments at other FTEs as follows:

#### FTE HOURS PER QUARTER

.20	88
.30	131
.40	175
.50	219

**Section 1a.** During the academic year, minimum FTE assignments of GTFs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GTFs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them). Minimum FTE appointments shall be:

3 credit classes - minimum .40 FTE appointment 4-5 credit classes - minimum .49 FTE appointment

For four- or eight-week courses during the summer session, minimum FTE appointments of GTFs with the same responsibilities described above shall be:

3 credit classes - minimum .30 FTE appointment 4 or 5 credit classes - minimum .37 FTE appointment

**Section 1b.** GTFs are encouraged to notify their supervisors at any time during the quarter if their GTF assignments require hours in excess of assigned FTE.

**Section 1c.** GTFs will not be asked to work more than 15% of one quarter's total FTE assignment in any one week, except by mutual agreement of the GTF and the supervisor in advance of such an assignment.

one academic quarter decides not to work as a GTF in one or more of the quarters for which the GTF has an appointment, overpayment will be returned to the University by the GTF immediately.

**Section 5.** All GTFs shall be paid no later than the last working day of each month they are employed. GTF payroll checks shall be made available after 8:00 a.m. on the last working day of each month. Pay for those GTFs ~~who receive late appointments~~ **who complete their necessary employment paperwork less than 10 working days before the start of the term** and whose payroll documents are consequently late in reaching the Payroll Department will be processed as soon as possible. **GTFs who have completed their necessary employment paperwork more than 10 working days before the start of the term, but whose checks are not available on the last working day of the month shall receive a "late pay" remedy. The "late pay" remedy shall consist of an automatic \$100 credit to the GTF's student account. There will be an additional \$100 credit to the GTF's student account for every 5 working days that the GTF's check is not made available.**

#### ACADEMIC YEAR APPOINTMENTS

12 month 7/1 - 6/30 12 payments

9 month 9/16 - 6/15 Sept and Jun 1/2 month; Oct - May full month

#### APPOINTMENT BY QUARTER

Fall 9/16 - 12/15 Sep and Dec 1/2 month; Oct - Nov full month

Winter 12/16 - 3/15 Dec and Mar 1/2 month; Jan - Feb full month

Spring 3/16 - 6/15 Mar and Jun 1/2 month; Apr - May full month

#### TWO-QUARTER APPOINTMENTS

Fall/Winter 9/16 - 3/15 Sep and Mar 1/2 month; Oct - Feb full month

Winter/Spring 12/16 - 6/15 Dec and Jun 1/2 month; Jan - May full month

#### SUMMER SESSION

Summer 6/16 - 9/15 June and Sep 1/2 month; July - Aug full month