Additional Employment Hours

All Academic Year (AY) faculty members have a designated two semesters (equals one AY)

* 125% applies to these semesters- track each semester for the 25% overage
* Additional employment maximum hours of 170 hours or 3.75 WTUs per semester
* Includes hours worked on weekends because they fall within the academic term
* Excludes breaks and holidays
* 40 hours/15 =2.666 hours x 17 weeks = 45.333 hours per WTU
* 3.75 WTUS x 45.333 hours = 170 hours

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic Year (AY) | Count towards 170 hours overage? | Calculation for semester hours | Calculation for Overage hours | WTU Overage |
| Fall  8/19/2024 – 12/20/24 | Yes- Includes weekends | 17 weeks x 40 hours = 680 hours | 680 x .25  =170 hours | 15 WTU x .25 = 3.75 WTU |
|  |  |  |  |  |
| Winter Break | No- Break hours are NOT included in AY overage |  |  |  |
|  |  |  |  |  |
| Winter Intersession  12/26/24 – 1/16/2025 | No- Part of Break Can work max 5 WTU |  |  | 5 WTU ÷ 4 weeks = 1.25% |
|  |  |  |  |  |
| Spring  1/17/2025 -5/23/2025 | Yes – Includes weekends | 17 weeks x 40 hours = 680 hours | 680 x .25  =170 hours | 15 WTU x .25 = 3.75 WTU |
| Spring Break | No- Break hours are NOT included in AY overage |  |  |  |
|  |  |  |  |  |
| Summer Term | Can teach up to 12 WTU or work up to \*600 hours | 12 weeks x 40 hours = 480 hours | 480 x .25  =120 hours | 15 WTU ÷ 12 = 1.25% |

Hourly Rate

Calculate Faculty Hourly Rate = Monthly Base Salary x 12 / 9 / 173.33

Example: $8,000 x 12 / 9 / 173.33 = $61.53 Hourly Rate

For calculating hours from a set stipend amount = Stipend amount / hourly rate = number of hours

\*Total of 600 hours for grant hours. For teaching and other duties, should be 544 hours (12 WTUs x 45.33 hours).

Should be no more than 50 hours a week.