

Pay-Per-Load FAQ

Understanding Pay-Per-Load

Article 7 of the UF contract describes how hours spent teaching in different types of assignment may add up to a “full instructional load.” For example, every 18 hours of lecture on an official course outline is equal to 1/15 of a semester’s load for a full-time faculty member. Each 3-hour lecture class is equal to 3/15 or 20% of a full-time semester’s load. The load value of different assignments vary as negotiated (to reflect time typically required for preparation and grading). When part-time faculty are paid per load, their pay depends on assignment type, the same way it does for full-time faculty. Part-timers are paid a percentage of the full-time salary, as listed on salary schedule B-1. To calculate pay-per-course, three basic factors are considered:

- First, since the B-1 schedule posts annual salaries at each step and column for faculty, the total number must be cut in half to calculate pay for a semester.
- Second, since 4CD currently pays at an 80% “parity” rate (based on the assumption that 20% of a full-time faculty member’s pay is professional work outside of teaching, for which part-time faculty are not responsible), the total semester’s pay must be multiplied by 80%.
- The total load value of the part-time faculty member’s assignments for the semester (that percentage of a full-semester’s load, based on Article 7) must be multiplied by the total.

The pay-per-course is ultimately divided into equal paychecks (usually five for full-semester classes). Note that the 80% parity rate includes proportional office hours for all part-time classroom faculty.

1. How were part-time faculty wages computed in the prior to fall 2022?

In the past, 4CD paid an hourly wage to part-time faculty on a separate salary schedule. This hourly pay was adjusted, to compensate for extra time typically allocated to preparation and grading for some assignment types, using “load adjustment factors.” Some assignments, in other words, added extra paid hours, as negotiated.

2. How will part-time faculty be paid starting fall 2022?

Starting in fall 2022, all part-time classroom faculty will be paid by load at an 80% parity rate, as described above.

3. How much will I be paid to teach a class?

This depends on your level of education (your “column” or “grade” on the salary schedule; your years of experience as a professor (your “step” on the salary schedule); and your load (hours worked at each assignment type). United Faculty has a calculator available on their website (uf4cd.org) that can help faculty estimate their pay. The basic equation is to find your step and column on the B-1 salary schedule, divide in half (for a semester’s pay rather than annual pay); multiple by 80% (the parity rate); and then multiply by your load per class (for pay per class) or load per semester (for load per semester).

4. Do I have to opt-in to pay-per-load or fill out additional paperwork? Who is affected?

No. One does NOT have to opt-in for pay-per-load. With a few small exceptions, the switch from hourly pay to pay-per-load will affect all faculty with classroom assignments.

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5. Why is pay-per-load happening and why is it better than the hourly pay we used to receive?

We agreed to institute a pay-per-load system at 80% parity in the last UF/4CD collective bargaining agreement. This new method of pay calculation is more equitable, both among instruction types (lecture, lab, composition, activity, etc.) as well as more equitable with full-time pay. The change also reflects a substantial increase in pay overall for part-time classroom faculty in 4CD.

6. What does that look like on my paycheck? Will my pay advice look different with the implementation of pay-per-load?

Yes, there will be no more “load adjustment factor” on your pay advice, and office hours will no longer be paid separately. Pay for office hours is now included in regular pay for the load of classroom assignments in fall and spring, just as it is for full-time faculty.

7. How will pay-per-load affect my ongoing deductions, district benefits, or my STRS retirement?

Your deductions will change to reflect the appropriate increases in pay. Similarly, your STRS earnable deduction will reflect the new pay rates and contributions. Payroll Services encourages all employees to review their direct deposit information and evaluate their tax liabilities regularly.

8. When does it start/end?

The change from hourly pay to pay-per-load will take place with the September 9th paycheck. If you are receiving your final summer 2022 pay on the September 9th paycheck AND working fall 2022 assignments, you will see two different pay rates on your paycheck representing former hourly rates and the new pay-per-load rates.

9. What is load and how do I find the load for my class?

Load refers to the percentage of a full-time assignment that each class (or other assignment) contributes. Load values for different assignment types are listed in Article 7 of the UF contract. One easy way to calculate the load value for your assignments is to use the UF’s pay-per-load calculator, available on the UF website at uf4cd.org.

10. Will the Equity Hour program continue to provide extra time (and pay) for meeting with the most “at risk” students?

The Equity Hour Program began as a “pilot program” that the UF and 4CD agreed several times to extend. For fall, 2022, there has been no agreement to continue the program, so the program is not currently being administered. Long-term decisions about the future of the Equity Hour Program will come from collective bargaining.

11. Does this affect just 4CD colleges or is it state-wide?

The change to pay-per-load referenced in this document is for Contra Costa Community Colleges only as per the UF negotiated contract. Many other colleges around the state already pay part-time faculty by load, but this FAQ sheet just refers to the 4CD change.

12. What is the UF’s role in this transition?

UF representative are available to answer questions and help faculty understand their pay. Faculty may contact the UF Office at 925-680-1771.

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13. Will pay-per-load affect the summer?

Yes, but the negotiated parity rate for summer teaching in 2023 is lower than for fall and spring (62% as opposed to 80%), and office hours are not required in the summer. UF and 4CD may negotiate increases to summer over the next several years.

14. Will pay-per-load affect counselors and librarians?

No, for the time being, non-classroom assignments will still be paid at hourly rates, as in the past. This is mostly because non-classroom assignments were already at or above the 80% parity rate, so including them might have meant a pay-cut for some faculty. UF and 4CD may revisit pay for non-classroom assignments in future negotiations.

15. Will pay-per-load affect full-time faculty overload assignments?

No. The new 62% pay-per-load rate for summer will begin in summer 2023. Fall 2022 and Spring 2023 overload AC assignments will continue to be paid at an hourly rate, as in past years. UF and 4CD may revisit pay for full-time faculty overload assignments in future negotiations.

16. Where can I see salary schedules for my grade and step?

<https://www.4cd.edu/gb/policies-procedures/hr/SalarySchedules.pdf>

17. What do I do if I think my pay is incorrect?

Start by checking in with a UF representative. Faculty may contact the UF Office at 925-680-1771. Your UF representative can help by contacting payroll if there is indeed a problem.