FULL-TIME FACULTY:

- **Summer Pay** (per contract)
  
  $640.00 per credit hour
  
  Faculty members may teach up to nine (9) equated hours during the summer session.

- **Overload Pay** (per contract)
  
  $640.00 per credit hour

- **Retired faculty**
  
  Retired full-time faculty shall be paid 1.2 times the highest credit-hour rate on the part-time faculty pay scale.

  **Pay Scale Per Credit Hour**
  
  $758.00 x 1.2 = $910.00
PART-TIME FACULTY

- **Pay Scale Per Credit Hour**

  1 - 5 years of service - $675.00;
  6 -10 years of service - $703.00;
  11-15 years of service - $730.00; and
  16/over years of service - $758.00

- **Lab Compensation**

  Lab pay will be pro-rated by hour from the part-time faculty pay per credit hour listed.

<table>
<thead>
<tr>
<th>Credit Years</th>
<th>Credit Hour Rate</th>
<th>.75 Hourly Rate (Labs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5 years</td>
<td>$675.00</td>
<td>31.64</td>
</tr>
<tr>
<td>6-10 years</td>
<td>$703.00</td>
<td>32.95</td>
</tr>
<tr>
<td>11-15 years</td>
<td>$730.00</td>
<td>34.22</td>
</tr>
<tr>
<td>over 15 years</td>
<td>$758.00</td>
<td>35.53</td>
</tr>
</tbody>
</table>

**Formula:**
The credit hour at appropriate level divided by 16 then multiplied by .75 = hourly rate.
(.75 is the multiplier for part-time faculty in labs)
i.e., a teacher in the 1-5 year bracket -- $675 divided by 16 x .75 = 31.64 /hour

**Mileage Reimbursement Guidelines**

**Business Mileage**

It is the policy of the College to reimburse employees for business use of their personal vehicle according to the IRS regulations (miles driven multiplied by current IRS mileage rate).

Reimbursement for business miles must be requested no later than 60 days after the date of travel. Requests made after 60 days may not be reimbursed to the employee. If late requests are reimbursed, the payment is taxable according to the IRS regulations and processed through the payroll system.
Commuting mileage is generally defined as mileage driven between home and work.

1. How much to reimburse?

   **The college does not want to pay anyone to drive to and from work.** Your goal is to reimburse commuting mileage when absolutely necessary to cover a course. Agreements should be reviewed every semester and eliminated whenever possible. All agreements must be pre-approved by the Vice President.

   A travel stipend may be offered when the distance from a part-time faculty member’s home to the applicable IVCC site is more than 25 miles one way. The daily stipend will be limited to no more than $25 per driving day.

   The stipend amount will be established at the beginning of each semester based on the total anticipated teaching days for the faculty member at the applicable site. The full amount will then be divided and paid equally on each payroll check throughout the semester. An adjustment will be made at the end of the semester for all days missed. The stipend will be treated as taxable income.

   Eligibility for this does not guarantee approval. The appropriate Dean and Vice President for Academic Affairs will determine who will receive these stipends based on a variety of factors.

2. Is the reimbursement taxable?

   a. Mileage from one campus or site to another is business mileage (not commuting mileage) and never taxable.

   b. Commuting mileage for temporary assignments is not taxable. For example: if a nursing instructor reports to the Oglesby campus 3 days a week every week, that is his/her regular place of employment. If the instructor is assigned to a clinical for a week, even if he/she drives from home to the clinical, the mileage is not taxable (non-commuting) because this is a temporary assignment.

   c. If an employee does not start work at one location more than half of his/her teaching days per semester, he/she does not have a regular place of employment. Therefore, the mileage from home to the first location of the day and from the last location of the day to home is always taxable (commuting).
d. Discuss each individual agreement with the Controller. The IRS has a fairly complicated test to determine taxability. What is taxable for one employee may not be taxable for another.

3. How to reimburse
   a. In the very rare case that full-time faculty receives commuting mileage reimbursement, they must complete a standard travel form and attach the “Commuting Mileage Reimbursement Form” and forward to the Controller.
   b. Request for reimbursement for part-time faculty will be done by using the “Part-Time Faculty Payroll Travel Stipend Form.” This form must be completed prior to the start of the semester and forwarded to the Controller. The Part-Time Faculty Payroll Travel Stipend Form is attached.

FULL & PART-TIME FACULTY:

- **Pay for Substitute Teachers**

  After a full week of absence, arrangements may be made for a substitute instructor to teach the class or classes of an absent faculty member.

  Full-time faculty members, serving as substitutes, may be paid an hourly rate computed on the overload pay rate.

  Part-Time faculty members who substitute shall be paid an hourly rate computed from the part-time pay schedule.

- **Independent Study or low enrollment overload***

  1 credit hour pays $50 per student;
  2 credit hours pay $100 per student;
  3 credit hours pay $150 per student; and
  4 credit hours pay $200 per student.

*When the course does not have adequate enrollments per the faculty handbook (minimum enrollment guidelines) and the instructor agrees to teach at the per/student/hour rate.
- Internships or Practicums

  **Full-time Faculty**
  Internships are calculated as load first for full-time faculty. Round the number to the nearest hundredth of a point.

  Example:
  3 credit-hour internship with 2 students
  \[2 \times 3 \times 0.1115 = 0.669\] equated credit hours
  Round to 0.67
  Multiple x pay rate ($640) = pay

  **Part-time Faculty**
  Formula:
  \[\text{# of students} \times \text{credit hours} \times \text{student multiplier} (0.1115) \times \text{credit hour rate} = \text{pay}\]
  It is advisable to calculate internships in three groups: as in 1 hour, 2 hour and 3 hour internships.

- Self-Paced Courses

  $100 will be paid for course preparation.

<table>
<thead>
<tr>
<th>Total Number of Students</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in All Sections</td>
<td>Pay</td>
</tr>
<tr>
<td>1 - 11</td>
<td>$25.00 per student</td>
</tr>
<tr>
<td>12 - 37</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>38 - 46</td>
<td>1 credit hour + $50/students</td>
</tr>
<tr>
<td>47 - 70</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>71 - 79</td>
<td>2 credit hours + $50/students</td>
</tr>
</tbody>
</table>

If the total number of students is 12 or more, the instructor will schedule a one-hour help session per
week to answer questions.

**Development and Upgrade**

- New course development will pay $100.00
- Software upgrade will pay $100.00

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**Faculty Pay Rates 2016-2017**

- **Evaluating Credit Equivalents for High School Students in Occupational Areas**

  **Competency Tests**

  $100.00 for the development of exam;  
  $50.00 for significant revision; and  
  $5.00 per exam to evaluate.

  **Portfolio Exams**

  $25.00 per hour with a maximum of $50.00 per portfolio.
Part-Time Faculty Payroll Travel Stipend Form

Faculty Member: _____________________ Semester: _____________________

Home Address: _____________________ First date of class: _____________________

________________________ Last date of class: _____________________

Course & Section #: ________ GL #: _____________________

Faculty member will be driving from their home to the following IVCC location:

*Attach documentation showing the 1 way distance is 25 miles or greater.

From this site, the faculty member will then drive:

[ ] Home [ ] Another IVCC location

If you checked "Another IVCC location", please describe the route and stops for the day:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Frequency of Travel
Weekly, on these days of the week: ____________________________________________

or

Specific Dates: _____________________ _____________________ _____________________

[ ] Excluding holidays and planned time off, the faculty member is scheduled to make this commute how many times**

[ ] Daily Stipend Amount: (not to

[ ]
Total Stipend Amount
** Will be reduced before the final payment for any days missed

The total stipend amount will be prorated and paid on each payroll check during the semester. Late submittals will be prorated over the remaining checks.

_________________________________________  ____________________________
Dean’s Signature                          Date

_________________________________________  ____________________________
V.P. for Academic Affairs Signature      Date

_________________________________________  ____________________________
Controller’s Signature                    Date