

### I. Overview

The purpose of this procedure is to identify the procedure to be followed in order to compensate a faculty member for covering the classes of another faculty member who is absent from work.

### II. Practice

1. When a faculty member is absent from class for less than two full weeks, the faculty who help out the absent faculty member by covering his/her classes do so out of professional courtesy and do not receive additional compensation for their work.
2. When a faculty member is absent from a class for two full weeks due to illness, injury, or some other approved absence, the faculty that cover the absent faculty member's classes are eligible for compensation.
3. The compensation for covering an absent faculty member's classes shall be \$35 per class hour retroactive to the start date of the covering of classes. The compensation shall be initiated by the completion of a PAF by the appropriate Division Chair.
4. The Vice Chancellor for Academic Affairs or the Chancellor may approve exceptions to the procedure.

### III. Clarifying Points

1. The following example illustrates the practice. Faculty member A and B both take sick leave for an illness. Other available full-time faculty cover their classes. Faculty member A is absent for four one-hour class sessions (less than two weeks). Faculty member B is absent for six one and one-half hour class sessions (more than two weeks). The full-time faculty covering faculty member A's classes do not receive additional compensation while the one's covering faculty member B's classes receive compensation for all nine class hours.

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