

Memorandum

TO: Chairs/Directors of Academic Units
Deans/Director of the Library

FROM: Geoffrey Tesson, Vice-President, Academic

DATE: February 19, 1999

RE: **REVISED POLICY**
FULL- TIME STAFF EMPLOYEES TEACHING UNIVERSITY COURSES

We have a number of full-time staff members that teach University courses on an overload basis. Under the Collective Agreement with LUF A, such staff members are now Members of LUFA for purposes of teaching these courses and must be remunerated according to the terms and conditions of the Collective Agreement.

The issue of potential double payment to such full-time staff members has been revisited and the following policy decisions have been reached.

1. If a full-time staff member teaches a course **outside his/her regular working hours** (official University office hours) and as long as it is understood that the work connected with the course is done by the staff member on his/her time, then the staff member should be paid the regular stipend for the course with no further action taken by the University.
2. If a full-time staff member teaches a course **during regular working hours** (official University hours), then the amount of time used for course lectures, multiplied by the staff members hourly rate, will be deducted from the overload contract.

Example:

Staff member teaches a half course for 13 weeks

3 hours per week X 13 weeks X \$28 per hour = \$1,092 Stipend \$3700 -\$1,092 = \$2,608

It is understood that the preparation time, marking, etc., would be done on the staff member's own time.

Any questions concerning the implementation of this policy should be directed to the Director, Personnel Services at extension 6581.

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cc: Personnel Services
Payroll and Benefits Centre
Financial Services