

Adjunct Faculty Class Cancellation

Purpose: *Used to determine the pay owed, if appropriate, to an adjunct faculty whose class is cancelled.*

Target Audience: *UA Departments
UA Personnel Offices*

Step 1 - Departmental Instructions

For information and compensation amounts for adjunct faculty, please refer to Article 13 of the *United Academic Adjunct Collective Bargaining Agreement* (CBA). The CBA is available on the UA Labor and Employee Relations site at <http://www.alaska.edu/labor/adjuncts-info/>.

The wording in Article 13.5 Collective Bargaining Agreement reads:

“...The university shall provide written notice of class cancellation, in addition to any verbal notice that may be provided, to both the adjunct faculty member and the union. Failure to provide written notice does not result in continuation of employment.

If a class is cancelled prior to the first meeting, faculty who have signed and returned a written appointment letter shall receive compensation equal to the compensation that would have been received in one pay period for the cancelled class.

If a class is cancelled at or after the first meeting, the faculty member will receive pro rata compensation based on the number of classes taught out of the total number of classes scheduled. In addition, the faculty member shall receive the compensation that would have been received in one pay period for the cancelled class. If an adjunct faculty member who has not been issued an appointment letter is requested to and meets the first class and the class is subsequently cancelled, the faculty member will be provided compensation according to this paragraph.

If compensation is due under these provisions for an accelerated course, compensation will be limited as follows: if cancelled before the second meeting, one-seventh of the compensation due for the full course; if cancelled at or after the second meeting, pro rata compensation for the number of classes taught. An accelerated course is defined as a course compressed into a time period of less than a full academic year semester.

These amounts shall be considered liquidated damages and the faculty member shall have no further claim against the university, nor shall the cancellation be subject to the dispute resolution provisions of this agreement.”

Under the guidelines above, the amount that the department pays to the adjunct faculty who has a class cancelled depends on several aspects within the situation. The following table provides a crosswalk of compensation owed based on the various class cancellation scenarios.

Scenario Description	Compensation Owed	
Scenario 1	The class met , and the class cancellation occurs because the instructor resigns or becomes unavailable.	Pro rata payment based on the number of classes taught.
Scenario 2	The class is an accelerated course, and the class met less than twice.	(1/7) of the compensation due for the full course.
Scenario 3	The class is an accelerated course, and the class met twice or more.	Pro rata payment based on the number of classes taught.
Scenario 4	The instructor is Non-union and/or the class is Non-credit, and the class met .	Pro rata payment based on the number of classes taught.
Scenario 5	The class met and is cancelled under conditions other than those found in scenarios 1-4.	Biweekly amount for one pay period, plus a pro rata payment based on the number of classes taught.
Scenario 6	The class did not meet , yet an appointment letter was signed and returned by the instructor.	Biweekly amount for one pay period.
Scenario 7	The class did not meet , and an appointment letter was not provided to the instructor.	No pay is due.
Scenario 8	The class did not meet , and the class cancellation occurs because the instructor resigns or becomes unavailable.	No pay is due.
Scenario 9	The class is an accelerated course and the class did not meet , yet an appointment letter was signed and returned by the instructor.	(1/7) of the compensation due for the full course.
Scenario 10	The instructor is Non-union and/or the class is Non-credit class, and the class did not meet .	No pay is due. However, a department may elect to pay an equivalent to the bi-weekly amount for one pay period or less (optional).
Scenario 11	Multiple classes were submitted as a single job (single PCN/Suffix), and only part of the classes are/were cancelled.	Cancelled and continuing classes need to be separated into jobs with unique PCN/suffix numbers. Continuing classes continue to be paid at previous rates, while the cancelled classes are paid according to the rules provided in scenarios 1 through 10.

For jobs covered by the adjunct union, the department must provide a “**class cancellation letter**” to the instructor. A template for a “class cancellation notification letter” is available on the UA Labor and Employee Relations website at <http://www.alaska.edu/labor/adjuncts-info/>. Personalize the letter and send it to the employee. Submit a copy of the cancellation letter to your HR office with the appropriate job form(s).

The following instructions provide a detailed explanation for how to process documentation for each of the scenarios listed in the table above.

Assumptions:

- A job form has not already been submitted for the assignment. If you have already submitted a job form, write “**REVISION**” in large, bold letters on the job form(s) you are submitting so that the HR technicians know that you are not trying to create a new assignment.
- Pay has not yet been processed for the job. To see if pay has processed for the job, query NBAJOBS in Banner. If a date is displayed in the “Last Paid Date” field, then pay has been processed for the job. Contact your HR technician for special processing instructions.
- The above assumptions *do not* apply in “SCENARIO 11.”

SCENARIO 1:

The class met, and the class cancellation occurs because the instructor resigns or becomes unavailable.

Payment Calculation:

Pro rata payment based on the number of classes taught. The total pay (“Annual Salary” field on the job form) will be based the following equation:

$$[(\text{“Annual Salary” before cancellation}) \div (\text{\# of classes projected})] * (\text{\# of classes met})$$

Job Form Modifications:

If a field on the job form is not mentioned in the following instructions, then complete the field as you would have done *had the class not been cancelled*.

Base Job Information (NBAJOBS):

- ❑ **Job End Date:** the last day of the pay period in which the last class met

Job Detail information (NBAJOBS):

- ❑ **Job Change Reason:** CAN
- ❑ **Grade:** 00_CV
- ❑ **Rate:** the amount in the “Assigned Salary” field divided by the amount in the “Hours/Pay or Units” field
- ❑ **Assigned Salary:** same as “Annual Salary”
- ❑ **Factor:** 1
- ❑ **Annual Salary:** $[(\text{“Annual Salary” before cancellation}) \div (\text{\# of classes projected})] * (\text{\# of classes met})$

Notations (bottom right of Job Form):

- ☐ Explain how many times the class met, and whether the class was cancelled because the instructor resigned or became unavailable.
- ☐ Course title and course number

SCENARIO 2:

The class is an accelerated course, and **the class met** less than twice.

Payment calculation:

The pay is 1/7 of the compensation due for the full course. Pay will be based the following equation:

$$(\text{"Annual Salary" before cancellation}) \div 7$$

Job Form Modifications:

If a field on the job form is not mentioned in the following instructions, then complete the field as you would have done *had the class not been cancelled*.

Base Job Information (NBAJOBS):

- ☐ **Job End Date:** the last day of the pay period in which the last class met

Job Detail information (NBAJOBS):

- | | |
|---|---|
| <ul style="list-style-type: none">☐ Job Change Reason: CAN☐ Grade: 00_CV☐ Rate: the amount in the "Assigned Salary" field divided by the amount in the "Hours/Pay or Units" field | <ul style="list-style-type: none">☐ Assigned Salary: same as "Annual Salary"☐ Factor: 1☐ Annual Salary: ("Annual Salary" before the cancellation) $\div 7$ |
|---|---|

Notations (bottom right of Job Form):

- ☐ Explain that the class was an accelerated course and met less than twice.
- ☐ Course title, course number

SCENARIO 3:

The class is an accelerated course, and **the class met** twice or more.

Payment calculation:

The pay is calculated as pro-rata based on the number of classes taught. The total pay ("Annual Salary" field on the job form) will be based the following equation:

$$[(\text{"Annual Salary" before cancellation}) \div (\text{\# of classes projected})] * (\text{\# of classes met})$$

Job Form Modifications:

If a field on the job form is not mentioned in the following instructions, then complete the field as you would have done *had the class not been cancelled*.

Base Job Information (NBAJOBS):

- ❑ **Job End Date:** the last day of the pay period in which the last class met

Job Detail information (NBAJOBS):

- ❑ **Job Change Reason:** CAN
- ❑ **Grade:** 00_CV
- ❑ **Rate:** the amount in the “Assigned Salary” field divided by the amount in the “Hours/Pay or Units” field
- ❑ **Assigned Salary:** same as “Annual Salary”
- ❑ **Factor:** 1
- ❑ **Annual Salary:** [(“Annual Salary” before cancellation) ÷ (# of classes projected)] * (# of classes met)

Notations (bottom right of Job Form):

- ❑ Explain that the class was an accelerated course, and the number of times the class met.
- ❑ Course title, course number

SCENARIO 4:

The instructor is Non-union and/or the class is Non-credit, and **the class met.**

Payment Calculation:

Pay is calculated as pro-rata based on the number of classes taught. The total pay (Annual Salary field on the job form) will be based the following equation:

$$[(\text{“Annual Salary” before cancellation}) \div (\text{\# of classes projected})] * (\text{\# of classes met})$$

Job Form Modifications:

If a field on the job form is not mentioned in the following instructions, then complete the field as you would have done *had the class not been cancelled*.

Base Job Information (NBAJOBS):

- ❑ **Job End Date:** the last day of the pay period in which the last class met

Job Detail information (NBAJOBS):

- ❑ **Job Change Reason:** CAN
- ❑ **Grade:** 00_CV
- ❑ **Rate:** the amount in the “Assigned Salary” field divided by the amount in the “Hours/Pay or Units” field
- ❑ **Assigned Salary:** same as “Annual Salary”
- ❑ **Factor:** 1
- ❑ **Annual Salary:** [(“Annual Salary” before cancellation) ÷ (# of classes projected)] * (# of classes met)

Notations (bottom right of Job Form):

- ❑ Explain that the class was an accelerated course, and the number of times the class met.
- ❑ Course title, course number

SCENARIO 5:

The class met, and is cancelled under conditions other than those found in scenarios 1-4.

Payment Calculation:

Biweekly amount for one pay period, plus a pro-rata payment based on the number of classes taught. The total pay will be based on the following equation:

$$[(\text{"Annual Salary" before cancellation}) \div (\text{\# of classes projected to meet})] * (\text{\# of classes met})]$$

Job Form Modifications:

If a field on the job form is not mentioned in the following instructions, then complete the field as you would have done *had the class not been cancelled*.

Job Form 1

Complete the body of the jobform as you would have done *had the class not been cancelled*.

Base Job Information (NBAJOBS):

- ☐ **Job Begin Date:** the first day of the pay period in which the first class met
- ☐ **Job End Date:** the last day of the pay period in which the last class met

Job Detail information (NBAJOBS):

- ☐ **Job Change Reason:** CAN
- ☐ **Grade:** 00_CV
- ☐ **Rate:** the amount in the "Assigned Salary" field divided by the amount in the "Hours/Pay or Units" field
- ☐ **Assigned Salary:** same as "Annual Salary"
- ☐ **Factor:** 1
- ☐ **Annual Salary:** $[(\text{"Annual Salary" before cancellation}) \div (\text{\# of classes projected})] * (\text{\# of classes met})$

Notations (bottom right of Job Form):

- ☐ Briefly explain the conditions of the cancellation, including why the class was cancelled and the number of times the class met..
- ☐ Course title, course number
- ☐ Job Form 1 of 2

Job Form 2

Base Job Information (NBAJOBS):

- ☐ **Job Begin Date:** the first day of the pay period in which the first class met (*same as Job Form 1*)
- ☐ **Job End Date:** the last day of the pay period in which the last class met

Job Detail information (NBAJOBS):

- ❑ **Change Effective Date:** the first day of the job's second pay period (*two weeks after the "Job Begin Date"*)
- ❑ **Personnel Date:** same date as the "Change Effective Date"
- ❑ **Job Change Reason:** CAN
- ❑ **Grade:** 00_CV
- ❑ **Rate:** the amount in the "Assigned Salary" field divided by the amount in the "Hours/Pay or Units" field
- ❑ **Assigned Salary:** same as "Annual Salary"
- ❑ **Factor:** 1
- ❑ **Annual Salary:** [(“Annual Salary” before cancellation) ÷ (# of classes projected)] * (# of classes met)

Notations (bottom right of Job Form):

- ❑ Job Form 2 of 2

SCENARIO 6:

The class did not meet, yet an appointment letter was signed and returned by the instructor.

Payment Calculation:

The biweekly pay amount for one pay period.

Job Form Modifications:

If a field on the job form is not mentioned in the following instructions, then complete the field as you would have done *had the class not been cancelled*.

Base Job Information (NBAJOBS):

- ☐ **Job End Date:** the last day of the first pay period

Job Detail information (NBAJOBS):

- ☐ **Job Change Reason:** CAN
- ☐ **Grade:** 00_CV
- ☐ **Factor:** 1
- ☐ **Annual Salary:** same amount as the "Assign Salary" field

Notations (bottom right of Job Form):

- ☐ Explain that the class did not meet, but an appointment letter was signed and returned by the instructor.

SCENARIO 7:

The class did not meet, and an appointment letter was not provided to the instructor.

Payment Calculation:

No pay is due.

Job Form Modifications:

No job form is needed.

SCENARIO 8:

The class did not meet, and the class cancellation occurs because the instructor resigns or becomes unavailable.

Payment Calculation:

No pay is due.

Job Form Modifications:

No job form is needed.

SCENARIO 9:

The class is an accelerated course and **the class did not meet**, but an appointment letter was signed and returned by the instructor.

Payment Calculation:

Pay 1/7 of the compensation due for the full course. Pay will be based the following equation:

$$(\text{"Annual Salary" before cancellation}) \div 7$$

Job Form Modifications:

If a field on the job form is not mentioned in the following instructions, then complete the field as you would have done *had the class not been cancelled*.

Base Job Information (NBAJOBS):

- ☐ **Job End Date:** the last day of the pay period in which the last class met

Job Detail information (NBAJOBS):

- | | |
|---|---|
| <ul style="list-style-type: none">☐ Job Change Reason: CAN☐ Grade: 00_CV☐ Rate: the amount in the "Assigned Salary" field divided by the amount in the "Hours/Pay or Units" field | <ul style="list-style-type: none">☐ Assigned Salary: same as "Annual Salary"☐ Factor: 1☐ Annual Salary: ("Annual Salary" before the cancellation) $\div 7$ |
|---|---|

Notations (bottom right of Job Form):

- ☐ Explain that the class was an accelerated course and did not meet, but an appointment letter was signed and returned by the instructor.
- ☐ Course title, course number

SCENARIO 10:

The instructor is Non-union and/or the class is Non-credit, and **the class did not meet**.

Payment Calculation:

No pay is due. However, a department may elect to pay an equivalent to the bi-weekly amount for one pay period or less (optional).

Job Form Modifications:

If you elect to pay, refer to the following procedures.

If a field on the job form is not mentioned in the following instructions, then complete the field as you would have done *had the class not been cancelled*.

Base Job Information (NBAJOBS):

- ☐ **Job End Date:** the last day of the first pay period

Job Detail information (NBAJOBS):

- ☐ **Job Change Reason:** CAN
- ☐ **Grade:** 00_CV
- ☐ **Factor:** 1
- ☐ **Annual Salary:** same amount as the "Assign Salary" field

Notations (bottom right of Job Form):

- ☐ Explain that the class did not meet, but the department still elects to pay the instructor an equivalent of the bi-weekly amount for one pay period (or less).

SCENARIO 11:

Multiple classes were submitted on the same PCN/Suffix, and only one class cancelled.

NOTE: *This scenario ignores the assumptions listed on page 3. The assumption for scenario 11 is that a job form was already submitted to HR to set up the assignment.*

Payment Calculation:

The Cancelled class and the Continuing class(es) need to be separated into jobs with unique PCN/Suffix numbers. The Continuing classes are paid at the previous rates, while the Cancelled classes are paid according to the rules provided in scenarios 1 through 10.

Job Form Modifications:

At least two job forms must be completed. Refer to the following procedures.

Job Form 1 - For the classes that are *not* cancelled

Use a copy of the original job form that was submitted to HR, and make corrections in pen to the appropriate fields to indicate changes. If a job form field is not mentioned in the following instructions, then no change needs to be noted for that particular field.

Job Detail information (NBAJOBS):

- ☐ **Rate:** calculate the same way you would do so for any new adjunct job
- ☐ **Hrs/Pay or Units:** indicate # of credits for remaining classes
- ☐ **Assign Salary:** calculate the same way you would do so for any new adjunct job
- ☐ **Annual Salary:** calculate the same way you would do so for any new adjunct job

Earnings Code Information (NBAJOBS):

- ☐ **Hours/Units:** Indicate # of credits for remaining classes

Notations (bottom right of Job Form):

- ☐ Explain that one or more of the classes were cancelled, and that this job form is for the payment of the remaining classes that are not being cancelled.
- ☐ Course title, course number, number of credits (be specific for each class listed).
- ☐ Job Form 1 of 2

Job Form 2

For the classes that are cancelled

Cancelled classes are paid according to the rules provided in scenarios 1 through 10. For each scenario, refer to the appropriate instructions on how to complete the job form(s). Please make a special notation to explain the relationships between the job forms that you are submitting.

Step 2 – BHR Detail Instructions

HR technicians must become familiar with the instructions covered above in “Step 1 - Departmental Instructions.” These instructions categorize 11 scenarios for class cancellations and outline the required payment for each.

HR technicians must first verify that the department correctly completed their part of the instructions by checking that:

- the job form was completed using the rules for the appropriate scenario,
- an appointment letter was submitted with the job form(s),
- a class cancellation notification letter was submitted with the job form, and
- the paperwork for the job has already been submitted and entered into BANNER.

A. Scenarios When Pay is Due

(includes all scenarios except for scenarios 7, 8, and possibly 10)

1. If no paperwork was previously submitted on the assignment:

Data entry

The department should have used the “Job Form Modifications” instructions for the appropriate scenario to update the job form. The data entry should mirror these instructions.

2. If the original paperwork was previously submitted on the assignment:

Data entry

Determine if pay has already been generated for the job by querying the job in NBAJOBS and reviewing the “Last Paid Date” field for the PCN/Suffix.

o If pay has not been generated:

- Find the original job form and, in pen, draw a line through the original job form and write “Revised due to class cancellation” on the form. Staple the original job form to the back of the newly submitted job form.
- Revise the record in NBAJOBS based on the new job form. The department should have used the “Job Form Modifications” instructions for the appropriate scenario to update the job form. The data entry should mirror these instructions.

o If pay has been calculated and payroll can re-extract it (the “Last Paid Date” field has a date, **AND** the effective date falls during the current pay period being processed by payroll):

- Find the original job form and, in pen, draw a line through the original job form and write “Revised due to class cancellation” on the form. Staple the original job form to the back of the newly submitted job form.

- Make a copy of the job form and give a copy to payroll (payroll will either re-extract or delete the pay record for the pay period being processed).
 - Revise the record in NBAJOBS based on the new job form. The department should have used the “Job Form Modifications” instructions for the appropriate scenario to update job form. The data entry should mirror these instructions.
 - Notify payroll once the job entries are completed in NBAJOBS so they can reenter the employee's pay information.
- o If pay has processed and payroll cannot re-extract it (the “Last Paid Date” field has a date, AND the effective date falls during a pay period for which the regular run has processed or for which the employee was already paid in an adjustment run):
- Find the original job form and, in pen, draw a line through the original job form and write “Revised due to class cancellation” on the form. Staple the original job form to the back of the newly submitted job form.
 - Revise the record in NBAJOBS based on the new job form. The department should have used the “Job Form Modifications” instructions for the appropriate scenario to update job form. The data entry should mirror these instructions.
- o If the employee has already been paid for the pay period in which the job effective date falls, a retroactive pay adjustment may be necessary. In this situation:
- In NBAJOBS, use the “Personnel Date” field to indicate the date when the action (job change) should have occurred.
 - Notify your office payroll staff via your standard inter-office communication methods that a retroactive adjustment is required for an employee. Route any needed back-up documents to the payroll staff, so they can enter the necessary retroactive pay adjustments for the employee.

B. Scenarios When No Pay is Due (scenarios 6, 7, and possibly 10):

1. If no paperwork was previously submitted for the assignment:

Data Entry:

No data entry required.

2. If the original paperwork was previously submitted, but it has not been entered in Banner.

Find the original paperwork and either file it (with notation), shred it, or mail it back to the department, depending on the department's preference or your HR office procedures.

Data Entry:

No data entry required.

3. If the original paperwork was previously submitted, and the record has been entered in Banner:

Data Entry:

Determine if pay has already been generated for the job by querying the job in NBAJOBS and reviewing the “Last Paid Date” field for the PCN/Suffix.

- o If pay has not been generated:
 - Find the original job form and, in pen, write “Delete Assignment – No Pay Due” on the form.
 - Delete the job effective date record in NBAJOBS. If the instructor was a “new hire,” also delete any entries made in PEAEMPL, PDAEDN, etc.
- o If pay has been calculated and payroll can delete the pay record (the “Last Paid Date” field has a date, AND the effective date falls during the current pay period being processed by payroll):
 - Find the original job form and, in pen, write “Delete Assignment – No Pay Due” on the form.
 - Notify your office payroll staff via your standard inter-office communication methods that the job assignment needs to be deleted (payroll will delete the pay record for the pay period being processed).
 - Delete the record in NBAJOBS (once payroll has deleted the pay record). If the instructor was a “new hire,” also delete any entries made in PEAEMPL, PDAEDN, etc.
- o If pay has processed, and payroll cannot re-extract it (the “Last Paid Date” field has a date, AND the effective date falls during a pay period for which the regular run has processed or for which the employee was already paid in an adjustment run):
 - Find the original job form and, in pen, write “Delete Assignment – No Pay Due” on the form.
 - Notify your office payroll staff about the errant pay via your standard inter-office communication methods. The HR consultants and payroll will need to work with the department to determine if and how the overpayment will be recovered. In NBAJOBS, delete the TERM effective date record for the assignment..
 - Then enter a new effective date record in NBAJOBS with the following fields:
 - ❑ **Effective Date:** Enter the same date as the “Last Paid Date.”
 - ❑ **Personnel Date:** Enter the date when the assignment was supposed to begin.
 - ❑ **Status:** Terminated
 - ❑ **Job Change Reason:** CAN

Step 3 – BHR Data Entry Checklist

Refer to the appropriate scenario(s) included in the "Step 1 - Departmental Instructions" section beginning on page 1.