CAL POLY HUMBOLDT

SUBSTITUTE TEACHING ASSOCIATE

THINGS TO KNOW BEFORE APPOINTING SUBSTITUTE TEACHING ASSOCIATE:

- Substitute Teaching Associates can only substitute for other TAs in the department/program in which they hold an active appointment and can only substitute for classes that they are qualified to teach.

- Substitute Teaching Associate assignments shall be made for a range of hours, and shall be compensated at the employee's existing hourly rate. Substitute Teaching Associate appointments shall be made from qualified Unit 11 employees who have notified the Department Chair that they are available for appointment as a Substitute Teaching Associate during the period of their primary appointment. For more information, see Article 2.6 of the UAW Collective Bargaining Agreement.

- If a substitute teaching associate assignment will put the TA over the 20 hour per week limitation, you need to have pre-approval from the Office of Graduate Studies (OGS).

- Substitute teaching associates are paid for actual hours worked in the classroom (i.e., contact hours with students). The hourly rates for substitute teaching associate assignments include compensation for normal office hours, grading time, and prep time in relation to the course taught.

DIRECTIONS FOR COMPLETING SUBSTITUTE APPOINTMENT FORM

1) General:
   - When to Submit Form - Substitute forms should be submitted to the APS and Payroll Offices **no later** than the last working day in the pay period for **each** pay period worked.

2) Appointee Information:
   - Complete all information for substitute teaching associate.

3) Substituted Teaching Associate Information:
   - Complete all information for teaching associate needing a substitute.
   - Identify reason for absence

4) Appointment Information
   - CMS Position Number: You may obtain this number from departmental position management report or consult with your Dean's office
   - Dept ID: Input your department ID code
   - Job Code: 2453
   - Transaction Effective Dates: Input the beginning and ending dates of the month in which the appointment will occur.

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- Paid Hours: Total all lecture and/or lab hours the substitute will be working for the duration of the appointment.

- Hourly Rate: Per salary schedule as of 1/1/22 ($/per hour)

Class	Range	Effective Date	Class Title	Min Salary	Max Salary	CBID	Status
2453	0	2022-01-01	SUBSTITUTE TEACHING ASSOCIATE	$18.92	$85.78	R11	Active

- Substitute Teaching Associates shall be compensated at the employee's existing hourly rate*

- Course(s) Assigned: List all courses substitute will be teaching along with dates covered. For example: ECON 101 Intro to Econ – 3.0 units: 5/01, 5/08

* The recommended method for calculating the hourly rate for academic year TAs:

Use the number of work days on the academic calendar and multiply by 8 to get hours worked if the individual was full time. Divide annual base pay by this number. This is the hourly rate that can be used for additional hours worked. (This can also be used to determine the rate of pay for a substitute TA.)

For example: The Cal Poly Humboldt 22/23 AY, the campus academic calendar has a total of 170 work days. The number of paid hours is 170 days times 8, or 1,360 hours. If a TA's full time salary rate is $3,121 per month, or $37,452 per year. The hourly rate would be $37,452/1,360 or $27.54 per hour.

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Appointee Information:

Name: _____ Humboldt ID : _____

Phone: _____ Email: _____

Timebase of current TA appointment (provide fraction equivalent: i.e. 1/2, 1/5, etc.):
Fraction equivalents can be found on the TF Contract Total tab in Contract Data.

_____

If substitute assignment puts TA over 20 hour per week limitation please attach approval from the Office of Graduate Studies (OGS)

Substituted Teaching Associate Information:

Name of teaching
associate being
substituted for: _____ Humboldt ID : _____

Reason for Substitute Assignment (please attach any relevant documentation):

☐   Maternity/Paternity Leave   ☐   Bereavement   ☐   Illness   ☐   Jury Duty
      Replacement

☐   Other: _____

Substitute Appointment Information (fields marked with * are required):

CMS Position Number*	Dept ID*	Job Code	Transaction Effective Dates		Paid Hours*	Hourly Rate*	Actual Salary*
			Start Date (MM/DD/YY)	End Date (MM/DD/YY)			
_____	_____	**2453**	_____	_____	____	_____	_____

Course(s) Assigned: (*e.g. ECON 101 Intro to Econ - 3.0 units*)

APPROVALS: Name (Please Type or Print)   Signature   Date

Dept Chair: _____   _____

College Dean: _____   _____

Route to APS and Payroll for review and acceptance