PROCEDURES FOR APPOINTING AND PAYING LIMITED-TERM LECTURERS WITH CONCURRENT APPOINTMENTS

Occasionally, Continuing and Limited-term Lecturers hold additional (concurrent) appointments. Special procedures for appointing and paying concurrently employed Limited-term Lecturers may be required, depending on the exemption status of the additional appointment.

Concurrently employed Continuing Lecturers, since their positions are exempt, benefits eligible, and at least 50 percent FTE, are not subject to these additional requirements.

Appointments

Concurrent position is exempt: The appointment is made using Form 19L which requires approval by the president or his/her designee. The begin date and the end date of the appointment must be set forth on the Form 19L.

Concurrent position is benefits-eligible nonexempt: Both positions must be paid on an hourly basis as required by the FLSA. The Form 19L is not used to document a nonexempt employee’s concurrent Limited-term Lecturer appointment. Instead, departments must establish a temporary biweekly position through Human Resource Services, Compensation. See the section Salary Payments Limited-term Lecturer for the appropriate position code and methodology to determine the hourly rate of pay.

Concurrent position is temporary nonexempt: The department must contact Human Resource Services, Compensation, to determine the exemption status of the Limited-term Lecturer appointment. These will be determined on a case-by-case basis.

Renewal of Appointments

If the Limited-term Lecturer appointment is nonexempt because of another concurrent appointment, the Limited-term Lecturer appointment may be extended as provided by the Human Resource Services procedures that govern temporary positions.

Method of Payment

Limited-term Lecturers who hold additional appointments must be paid as outlined in the section below.

Concurrent Exempt Appointments

An individual may be employed concurrently as a Limited-term Lecturer and in another exempt staff classification. The University will pay these employees according to the monthly payment schedule set forth in the University payroll calendar. The appointments will be considered separate and will be governed by the terms and conditions of the respective appointments.
**Concurrent Nonexempt-Exempt Appointments**

Human Resource Services must approve all concurrent nonexempt-exempt appointments. This type of appointment is discouraged, since the nonexempt appointment in most cases will require the other appointment to also be treated as nonexempt. If the concurrent appointment is approved, the employee will need to track hours in both positions, will be paid an hourly rate of at least minimum wage for all hours worked, and will be subject in both positions to all the requirements of the Fair Labor Standards Act, including all recordkeeping and overtime requirements.

A department may make a formal request to Human Resource Services to appoint a nonexempt, benefits-eligible employee to a Limited-term Lecturer position if all of the following four conditions have been met:

1. The Lecturer appointment must be paid at an hourly rate.
2. The Lecturer hourly rate must be determined using the methodology defined below.
3. The employing department must provide a letter of disclosure to the employee explaining the method of payment and the timekeeping and recordkeeping requirements associated with the appointment.
4. The letter must be signed by the employee prior to commencing the Lecturer appointment, and the signed copy must be retained by the employing department.

In making the formal request, the department must provide documentation that all of these conditions have been met before a determination can be made. The Form 19L is not used with this type of concurrent appointment.

**Methodology Required to Determine Hourly Rate for Concurrent Nonexempt Benefits-Eligible and Lecturer Appointments**

The Lecturer hourly rate is to be determined based on payment for a full teaching load. For purposes of this methodology only, a full teaching load will be defined as four classes. Assuming a 40-hour workweek, each class would be allotted 10 hours per week per class for classroom instruction, preparation, grading, advising, and other class-related activities.

Ten hours per week multiplied by the number of weeks in the semester produces a specific number of hours of work. For a 16-week semester, the calculation would produce 160 hours of work per class. To derive the hourly rate, the total agreed-upon payment would be divided by the total hours. The hourly amount must be at least minimum wage.

Actual hours worked must be recorded on biweekly time cards. In some instances, the employee may complete the work in less than the total hours used in the calculation; in other instances more time will be required. All hours worked must be paid at the agreed-upon hourly rate of pay.
In accordance with the University Business Procedures Manual (see http://www.purdue.edu/hr/BPM/HR_Index/overtime.htm) all overtime hours worked will be assigned to the Lecturer department since the Lecturer appointment is secondary to the other nonexempt appointment. For example, if an employee works 35 hours in a given week in the non-Lecturer position, these hours are counted first, and any hours spent as a Lecturer are paid next. In this case, five hours of Lecturer instruction will be paid at the regular rate, and the remaining five hours at 1.5 times the Lecturer rate of pay.

The Form 19L is not used to document a nonexempt employee’s concurrent Limited-term Lecturer appointment. Instead, departments must establish a temporary biweekly position through Human Resource Services, Compensation.

Concurrent Temporary Nonexempt and Lecturer Appointments

Concurrent temporary nonexempt and Lecturer appointments must be reviewed by HRS on a case-by-case basis to determine the appropriate exemption status and method of payment.