

## Standard Operating Procedure- Instructional Faculty (Part Time Instructor)

Part Time Instructor's (PTI's) participate substantially at the University of Kentucky, but less than full-time, in the program of an educational unit. Appointees are not eligible for tenure, sabbatical leave, or membership in the University Senate. Appointees may be eligible for University contributions towards employee health benefits if their Full Time Equivalency (FTE) from all UK employment sources is equal to or greater than 75% (equivalency of averaging 30 hours per week).

In order to maintain consistency at the University of Kentucky, for the purpose of PTI's the use of a standardized FTE will be used. For spring and fall semesters the following should be used: the primary instructor of a three (3) student credit hour class corresponds to 25% FTE or the equivalency of hours actually worked. Likewise six (6) student credit hours would correspond to 50% FTE or the equivalency of hours actually worked, etc. For summer terms, the following should be used: during the First Summer Session/Summer I (four weeks), the primary instructor of a three (3) student credit hour class corresponds to 100% FTE or equivalency of hours worked. During the Second Summer Session/Summer II (eight week) the primary instructor of a three (3) student credit hour class corresponds to 50% FTE or equivalency of hours worked.

Normally, PTI assignments should be limited to a maximum of six (6) credit hours (three (3) during summer term). With Provost approval, an assignment of up to nine (9) credit hours will be considered; however, the pay rate for hours seven (7) to nine (9) must be a minimum of two times the regular approved PTI pay rate. PTI assignments above nine (9) credit hours will not be considered. The Full Time Equivalency (FTE) should correlate with the number of credit hours being taught.

When hiring a PTI for the fall semester, the common start date of August 1 shall be utilized. For PTI's for the spring semester, the common start date of January 1 shall be used. For the summer sessions, the common start date of May 1 shall be utilized for the First Summer Session/Summer I (four weeks); June 1 shall be utilized for the Second Summer Session/Summer II (eight weeks). By utilizing the beginning of the month for start dates, employees eligible for health insurance coverage mandated by the Affordable Care Act (if elected by the employee) will have coverage for the entire month beginning with the start date. For employees that are in a bi-weekly pay status and are being employed as PTI's the first day of the bi-weekly payroll should be utilized as the start date.

If a PTI is hired for the fall semester and will not return for the spring semester, a separation action for the employee shall be completed. Vice versa, if a PTI is hired for the spring semester and will not work as a PTI in the summer nor fall semesters, a separation action needs to occur.

For PTI's that are employed for both fall and spring semesters in classes that have a predictability for reoccurrence, but do not teach in the summer sessions (June/July), then the employee should be placed in a "Summer Leave" no pay status for the months of June and July. This status will allow health insurance coverage continuance for the employee. The benefit cost the employer incurs for summer premiums will be covered by the associated department(s). The employee contribution of the summer premiums will be incurred in the August paycheck.

If a PTI teaches in the fall and is expected to teach in spring but due to unforeseen circumstances doesn't return for spring, then a separation action shall be completed using the common separation date of December 31. This circumstance may not be known until January, but the separation can be made retroactive while processing the separation action. The situation is the same for an employee who taught in the spring but who failed to return for the fall semester; a common separation date of May 31 shall be utilized. For a PTI who teaches in the summer but does not return for fall; a separation action shall be completed using the common separation date of May 31 (four week session); or July 31 (eight week session). By utilizing the last day of the month for the common separation date, the employee health insurance coverage remains in effect for the complete month. For employees that are in a bi-weekly pay status and are being employed as PTI's the last day of the bi-weekly payroll should be utilized as the separation date. An example of these unforeseen circumstances would be low enrollment which could lead to a class cancellation.

When processing the SAP action, the contract type of OT-Other shall be utilized unless the employee subgroup is one of the deferred types (19=9 month deferred, 20=10 month deferred).

<b>PTI</b>	<b>Hire Date</b>	<b>Teaching Information/FTE</b>	<b>Hire for Next Semester</b>	<b>Eligible for Summer Leave</b>	<b>Separation Date</b>	<b>Insurance Impact</b>
Ex:1	August 1	COM 181; COM 201; COM 250= 75% FTE	Yes=Spring; No=Summer; Yes=Next Fall	Yes-If PTI will teach for next Fall and class has a predictability for reoccurrence	N/A	Eligible for UK health contribution (Aug-Future termination date)
Ex:2	August 1	COM 181; COM 201; COM 250= 75% FTE	Yes=Spring; No=Summer; No=Next Fall	No	May 31	Eligible for UK health contribution (Aug-May)

Ex:3	August 1	COM 181; COM 201; COM 250=75% FTE	Yes=Spring; Yes=Summer;	No	July 31	Eligible for UK health contribution (Aug-July)
Ex:4	January 1	COM 181; COM 201; COM 250=75% FTE	No=Summer; Yes=Fall; No=Next Spring	Yes-If PTI will teach for next Fall and class has a predictability for reoccurrence	December 31	Eligible for UK health contribution (Jan-Dec)
Ex:5	June 1	COM 181= 100% FTE	No=Fall	No	July 31	Not eligible- Seasonal Employee if they only work summer
Ex:6	June 1	COM 181=100% FTE Summer; COM 181=25% FTE Fall	Yes=Fall	No	December 31	Eligible for UK health contribution credit (June-July)
Ex:7	August 1	COM 181; COM 201=50% FTE	Yes=Spring	No	May 31	Not eligible due to FTE

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