Calculating Faculty Salaries

1. **Base Salary** may have cents (example: $62,193.94)
   **Contract amount** may have cents (example: $16,096.50)

2. **Monthly amount:** may round to the 2\textsuperscript{nd} place after the decimal. If the 3\textsuperscript{rd} place after the decimal is 5 or greater, the 2\textsuperscript{nd} place is rounded up. If the 3\textsuperscript{rd} place after the decimal is 4 or less, the 2\textsuperscript{nd} place remains the same. Monthly amount is determined by dividing the base salary by 12 then multiplying by the FTE. If the employee is on Employer-paid Retirement (EPR) then the monthly must reflect the reduction.

   \[
   \frac{\$70,000.00 \text{ (base salary)}}{12 \# \text{ of months in a year}} \times 100\% \text{ (FTE)} = \frac{\$5,833.3333}{\text{Rounded = $5,833.33}}
   \]

   \[
   \frac{\$70,000.00 \text{ (base salary)}}{12 \# \text{ of months in a year}} \times 100\% \text{ (FTE)} = \frac{\$5,833.3333 \times .87190 \text{ (EPR)}}{\text{Rounded = $5,086.33}}
   \]

3. **Prorate monthly amount for mid-month start (12 month “A” contracts only):** if the start date is not the first day of the month, the monthly amount must be prorated for the starting month. Take the monthly amount as calculated in the example above and divide by the working days in the month, then multiply by the number of days worked. Working days and days worked exclude weekends but include holidays.

   \[
   \frac{\$5,833.33 \text{ (monthly amount)}}{21 \# \text{ working days in the month}} \times 17 \# \text{ days worked} = \$4,722.22 \text{ Rounded = $4,722.22}}
   \]

4. **Prorating monthly amounts across multiple funding sources:** the rounded monthly amount is multiplied by the FTE for each account number. Each FTE must add back exactly to the total FTE and each partial monthly amount must add back exactly to the total monthly amount (i.e., instead of 3 FTE’s at 33% adding only to 99% FTE, the breakdown must be 33%, 33%, 34%).

   Monthly amount of $5,833.33 split between 3 accounts:

   \[
   \begin{align*}
   \$5,833.33 \text{ (monthly amount)} \times 33\% &= \$1,924.9989 \text{ rounded to $1,925.00)} \\
   \$5,833.33 \text{ (monthly amount)} \times 33\% &= \$1,924.9989 \text{ rounded to $1,925.00)} \\
   \$5,833.33 \text{ (monthly amount)} \times 34\% &= \$1,983.3322 \text{ rounded to $1983.33} \\
   \text{100\%} &= \$2,283.33
   \end{align*}
   \]
5. **Cost of Living (COLA) increases:** are added to and compounded upon the previous year’s base salary plus any merit or promotional amount. COLA adjustments are allocated by the Nevada Legislature on a biennium basis. For example purposes, COLA was calculated at 3%.

\[
\begin{align*}
\text{\$65,000 (previous year’s base salary)} \\
+ \text{\$2,000 (merit increase)} \\
\text{\$67,000} \\
\times \text{1.03 (COLA @3\%)} \\
\text{\$69,010 (new base salary)}
\end{align*}
\]

6. **Promotions:** are calculated upon the previous year’s base salary.

\[
\begin{align*}
\text{\$65,000 (previous year’s base salary)} \\
+ \text{\$3,500 (promotional amount)} \\
\text{\$68,500} \\
\times \text{1.03 (COLA @3\%)} \\
\text{\$70,555 (new base salary)}
\end{align*}
\]

7. **Sabbatical Leave Reduction:** multiply the base salary by 2, and then divide that amount by 3 to get the contract amount. This reduction only applies to 12 month sabbatical, 6 month sabbatical is not reduced.

\[
\begin{align*}
\text{\$61,000.84 (July 1 base salary)} \\
\times \text{2} \\
\text{\$122,001.68} \\
\div \text{3 (divided by 3)} \\
\text{\$40,667.23 (contract amount*)}
\end{align*}
\]

*If the employee is on Employer-Paid retirement or is less than 100% FTE, the contract amount must reflect these additional reductions.

8. **Switching from a 12-month “A” to a 9-month “B” Contract effective July 1:**

\[
\begin{align*}
\text{\$60,000 (Previous year’s “A” base salary)} \\
\div \text{1.20 (divide = formula to switch “A” to “B”)} \\
\text{\$50,000 (converted base salary)} \\
+ \text{\$1,500 (merit)} \\
+ \text{\$1,545 (COLA: converted base + merit x COLA @3\%)} \\
\text{\$53,045 (New “B” base effective 7/1)}
\end{align*}
\]

When converting from a 12-month to a 9-month contract, merit and COLA are added after the conversion to give the employee the highest $ benefit.
9. **Switching from a 9-month “B” to a 12-month “A” Contract effective July 1:**

\[
\begin{align*}
&\$60,000 \quad \text{(Previous year’s “B” base)} \\
&+ \$ 1,500 \quad \text{(merit)} \\
&\$61,500 \\
&+ \$ 1,845 \quad \text{(3\% COLA; Previous year base + merit x 3\%)} \\
&\$63,345 \\
&\times 1.20 \quad \text{ (“B” to “A” formula)} \\
&\$76,014 \quad \text{(new “A” base)}
\end{align*}
\]

When converting a 9-month to a 12-month contract, merit and COLA are added before the conversion to give the employee the highest $ benefit.

10. **Switching from a 12-month Administrative contract to an 11-month Contract effective July 1:**

\[
\begin{align*}
&\div 12 \quad \text{(divide = formula to switch “A” to “E”)} \\
&\$5,000 \quad \text{(1 month salary)} \\
&\$60,000 \quad \text{(Previous year’s “A” base salary)} \\
&\div 12 \quad \text{(divide = formula to switch “A” to “E”)} \\
&\$5,000 \quad \text{(1 month salary)} \\
&\$60,000 \quad \text{(Previous year’s “A” base salary)} \\
&- \$5,000 \quad \text{(subtract 1 month salary)} \\
&\$55,000 \quad \text{(11 month base salary)} \\
&+ \$ 1,500 \quad \text{(merit)} \\
&+ \$ 1,695 \quad \text{(COLA; converted base + merit x COLA @3\%)} \\
&\$58,195 \quad \text{(New 11-month base salary effective 7/1)}
\end{align*}
\]

When converting a 12-month “A” contract to a 11-month “E”, merit and COLA are added after the conversion to give the employee the highest $ benefit.

11. **Switching from a 12-month Administrative contract to a 10-month Contract effective July 1:**

\[
\begin{align*}
&\div 12 \quad \text{(divide = formula to switch “A” to “T”)} \\
&\$5,000 \quad \text{(1 month salary)} \\
&\times 2 \quad \text{(2 months)} \\
&\$10,000 \\
&\$60,000 \quad \text{(Previous year’s “A” base salary)} \\
&\div 12 \quad \text{(divide = formula to switch “A” to “T”)} \\
&\$5,000 \quad \text{(1 month salary)} \\
&\times 2 \quad \text{(2 months)} \\
&\$10,000 \\
&\$60,000 \quad \text{(Previous year’s “A” base salary)} \\
&- \$10,000 \quad \text{(subtract 1 month salary)} \\
&\$50,000 \quad \text{(11 month base salary)} \\
&+ \$ 1,500 \quad \text{(merit)} \\
&+ \$ 1,545 \quad \text{(COLA; converted base + merit x COLA @3\%)} \\
&\$53,045 \quad \text{(New 11-month base salary effective 7/1)}
\end{align*}
\]

When converting a 12-month “A” contract to a 10-month “T”, merit and COLA are added after the conversion to give the employee the highest $ benefit.
12. Leave Payoff

\[
\begin{align*}
$60,000.00 & \quad \text{(base salary)} \\
/ \quad 12 & \quad \text{(divided by \# months in a year)} \\
$5,000.00 & \quad \text{(monthly amount)} \\
/ \quad 21.67 & \quad \text{(divided by \# average working days in a month)} \\
$230.73 & \quad \text{(daily rate)} \\
\times \quad 6** & \quad \text{(sample == \# days to pay)} \\
$1,384.38 & \quad \text{(annual leave payoff)}
\end{align*}
\]

If the employee is less than 100% FTE the department leave keeper will prorate the annual leave to the FTE as stated in the Board of Regents Code, Title IV, Chapter 3, Section 14. The # of days (or hours if part-time) to be paid will be noted on the termination PAF and submitted to Human Resources along with the leave record for the last year. Since the leave accrual was already pro-rated for FTE, the leave pay-out upon termination is paid at 100% pay.

**Examples of when annual “Contract Amount” will differ from annual “Base Salary”**

1. **Reduction for Employer Paid Retirement:**

\[
$60,000 \text{ (base salary @ 100% FTE)} \times .87190 = $52,314 \text{ (contract amount)}
\]

2. **FTE is less than full time:**

\[
$60,000.52 \text{ (base salary)} \times .50 \text{ (FTE)} = $30,000.26 \text{ (contract amount)}
\]

3. **Employer Paid Retirement “&” FTE is less than full time:**

\[
$60,000 \text{ (base salary)} \times .50 \text{ (FTE)} \times .87190 = $26,157 \text{ (contract amount)}
\]

4. **Full-year Sabbatical with Employer-paid Retirement Reduction:**

\[
$60,000.75 \text{ (base salary)} \times .87190 \text{ (EPR)} \times 2 \text{ divided by } 3 = $34,876.44 \text{ (contract amount*)}
\]

*If the employee is less than 100% FTE, the contract amount must also reflect the FTE reduction.

(Note: the entire base is reduced for EPR, then reduced for sabbatical)
5. “B” contract that starts mid semester:

Example: Starts date: 9/19/05 @ FTE = 100%; End date: 6/30/06

\[
\begin{align*}
\text{base salary} & \quad \text{(fall semester pay)} \\
\div & \quad \text{(divided by \# semesters; spring/fall)} \\
\text{semester pay} & \\
\text{(daily rate)} & \\
\text{# days worked in fall semester} & \\
\text{(fall contract amount)} & \\
\text{(spring contract amount)} & \\
\text{(9/19/05-6/30/06 salary)} & \\
\text{(times FTE)} & \\
\text{(contract amount)} & \\
\end{align*}
\]

6. “B” contract that works one semester only:

$60,000.86 \text{ (base salary) divided by 2 (semesters) } = \text{ }$30,000.43 \times \text{ FTE} = \text{ (contract amount)}

7. “B” contract that quits mid-semester:

Base salary divided by 2 = semester salary. Semester salary divided by \# of working days in the semester = daily rate. Daily rate times \# of days worked = amount earned. Take the amount of $$ paid to date minus the amount of $$ earned. The difference is the amount of $$ owed to UNR.

Note: \# of actual days worked does not include holidays.

Example: Contract dates: 7/1/05-10/31/05
Base Salary = $30,000 @ 100\% \text{ FTE} \quad \text{Monthly} = \$2,500
(If FTE is less than 100\%, salary must reflect the FTE reduction.)

\[
\begin{align*}
\text{(base salary)} & \\
\div & \quad \text{(# semesters == spring/fall)} \\
\text{(semester pay)} & \\
\div & \quad \text(# working days in fall 05 semester) \\
\text{(daily rate)} & \\
\text(# days worked in fall semester) & \\
\text(amount earned for the semester) & \\
\text($$ paid to date; 7/1-10/31, 4 months @$2,500) & \\
\text(amount owed to UNR) & \\
\end{align*}
\]
8. “A” contract that starts mid year or mid month

Unlike the “B” contract the HRS system is equipped to pro-rate “A” contracts.

$60,000 (base salary) divided by 12 (months) = $5,000.00 (monthly) divided by # of workdays in that month (including holidays) x # of days actually worked + remaining months = contract amount.

Example: “mid-year” hire effective 9/5

\[
\begin{align*}
\$60,000 & \quad \text{(base salary)} \\
/ & \quad \text{12} \quad \text{(months)} \\
\$5,000 & \quad \text{(monthly pay)} \\
/ & \quad \text{21} \quad \text{(# working days in first month of employment)} \\
\$238.10 & \quad \text{(daily rate)} \\
x & \quad \text{17} \quad \text{(# days worked in first month of employment)} \\
\$4,047.70 & \quad \text{(amount earned in first month of employment)} \\
\$45,000.00 & \quad \text{(monthly pay x # of month remaining in the fiscal year)} \\
\$49,047.70 & \quad \text{(contract amount)}
\end{align*}
\]

If FTE is less than 100%, contract amount must reflect the FTE reduction.

Faculty Overloads and Stipends

Full time “B” faculty (9 month contract) are allowed to earn up to 50% of their base salary in additional pay during the fiscal year by teaching additional courses, engaging in research on their non-contractual days or performing preapproved administrative duties (OVL, EDA, STP and SBT). If the faculty member is less than 100% FTE, the FTE will be increased; any pay exceeding 100% of the base would be processed as an overload.

“A” faculty (12 month contract) are allowed to earn up to 30% of their base salary in additional pay (OVL and STP) during the fiscal year by teaching additional courses.

Faculty can be paid less than their daily rate but are not allowed to earn more than their daily rate. If the faculty is teaching a summer session course and working on their research on the same day, the combination of pay must not exceed the faculty’s daily rate.

Overloads

1. Overload for “B” contract faculty (research):

Example: $60,000 (base salary) divided by 168 (average # of work days in a “B” contract year) = $357.14 (daily rate) x the # of days worked = the contract amount.

Remember: the number of “overload” days available to “B” faculty changes year to year. Refer to the B Faculty Overload Calendar located on the Human Resources website.
2. **Overload for “B” contact faculty (teaching):**

   Full time “B” faculty can teach up to one additional (up to 3-credit) course per semester. Compensation is determined at the college level for courses. The minimum per credit compensation can be found on [Minimum/Maximum Salary Levels for LOA, Post doc and Grad Assistants](#).

3. **Overload for “A:AC” (academic) faculty (teaching)**

   “A” Academic faculty can teach one 3 credit class per semester. Compensation is determined at the college level for courses. The minimum per credit compensation can be found on [Minimum/Maximum Salary Levels for LOA, Post doc and Grad Assistants](#).

4. **Overload for “A:AD” (administrative) faculty (teaching)**

   “A” Administrative faculty can teach one 3 credit class per semester. A **Request for Instructional Compensation** must be completed and signed by the department chair or dean. Compensation is determined at the college level for courses. The minimum per credit compensation can be found on [Minimum/Maximum Salary Levels for LOA, Post doc and Grad Assistants](#).

**Stipends**

*Note: Stipends should be listed in the PAF on a separate pay line using STP as the earning code.*

1. **Stipend: (Stipend amount should be reflected in the Contract amount)**

   $60,000 (base salary) + $3,600 (stipend for the year) = $63,600 (contract amount)

2. **Base Salary plus merit or promotion, COLA, and Stipend:**

   Previous year’s base salary + Merit or promotion x COLA = new base + stipend = contract amount

   **Base Salary plus merit or promotion, COLA, Stipend, and Employer-paid Retirement:**

   Previous year’s base salary + Merit or promotion x COLA = new base + stipend x .87190 (EPR) = contract amount

**“B” Faculty Non-Contract Duties**

“B” faculty performing additional administrative duties on non-contract days may receive additional pay in the form of a stipend. Academic chairs performing chair duties on non-contract days are paid 1/9th of their base salary.
“B” faculty receiving additional pay for administrative work performed during the summer will have their available overload days reduced by 21 days, or a proration based on the number of non-contract days worked if not entire summer.

Note: Additional pay for duties performed on non-contract days should be listed on the PAF on a separate pay line using SBT as the earning code

1. **Stipend for academic chair non-contract days entire year:** (Stipend amount should be reflected in the Contract amount)

   $60,000 (base salary) + $6,666.67 \(\frac{1}{9}\text{th base salary}\) = $66,666.67 (contract amount)

2. **Stipend for academic chair on non-contract days partial year**

   Example – Summer chair for May and June 2015

   30 days (# of non-contract days worked) divided by 82 (total # of non-contract days available for the fiscal year) = 37% (of non-contract days worked)

   $6,666.67 (1/9th base salary) * 37% (of non-contract days worked) = $2,466.67 (total amount to be paid for partial year)

   $60,000 (base salary) + $2466.67 = $62,466.67 (Contract amount)

   21 days (total # of overload days reduced) * 37\% = 8 days (prorated # of reduced overload days)