the 1988-89 academic year, begin on September 1. Salaries for varsity coaches begin June 1, and salaries for faculty members employed beginning with the 1988-89 academic year begin August 1. Monthly disbursement is made on the basis of one-twelfth (1/12) of the salary. Checks are distributed on the last working day of each month.

It is the responsibility of each employee to keep the Business Office informed of any changes in income tax exemptions or salary deductions.

3.09.01 OVERLOAD PAY

Overload pay will be paid to full-time teaching faculty when the faculty member's instructional work load for the academic year exceeds twenty-seven semester hours or twenty-eight semester hours for some faculty teaching in the Department of Natural Science.

The rate of overload pay for the forthcoming academic year will be determined by the President and communicated to the faculty following the April meeting of the Board of Trustees. The rate for overload pay will specify a rate per instructional hour. The salary for courses of less than or more than three hours will be prorated on the basis of the salary for three credit hours.

3.09.02 SUMMER PAY

Full-time teaching will be compensated for summer school teaching according to a salary schedule set by the Board of Trustees. This salary schedule will specify a rate per instructional hour. The salary for courses of less than or more than three hours will be prorated on the basis of the salary for three credit hours. A minimum of seven paying students is required before a summer/May-term course may proceed.

Opportunities for summer teaching are ordinarily extended only to those who will be employed during the following academic year. Publication of a faculty member's name in a schedule of classes or bulletin does not constitute a contract for employment.

3.10 TEACHING LOAD

The official teaching load is twenty-seven to twenty-eight semester hours per academic year, excluding summer school. Exceptions may be made where contract hours, lab hours, etc., warrant special consideration. Three laboratory hours or hours of private instruction are equated to two hours of lecture. Occasional overloads in one semester may be offset by load reductions in the next. Reductions in the teaching load may be allowed for certain activities which make demands beyond those expected of each faculty member. Released time may be expressed in terms of equated hours or of percentages.

3.11 MOVING ALLOWANCE

Assistance for moving to the campus shall consist of the College paying the cost of the rent and customary vehicle expense for a U-Haul truck or similar vehicle. The maximum amount of assistance shall be $750.00. Reimbursement will occur upon the presentation of the proper receipts, invoices, etc.

3.12 FACULTY RESPONSIBILITIES

3.12.01 FACULTY MEETINGS AND WORKSHOPS

Faculty meetings are scheduled to meet once per month on the second Friday at 2:00 PM.