HOW TO DETERMINE YOUR LAST HOUR OF TEACHING
This applies to ALL levels of ABE and ABE/ESL.

Teachers across the District are paid for the same number of hours for a given course each quarter, regardless of the exact number of teaching days, which varies slightly from quarter to quarter. This is the formula used by the District:

\[
\text{the number of hours that you teach per week} \times 11 \text{ weeks} = \text{the number of hours that you are paid for.}
\]

(It doesn’t matter how many weeks there are in a quarter; the total number of instructional days varies little from quarter to quarter, and the pay is the same every quarter for the same teaching load.)

The formula above includes meeting your class or being available to students during the 3 final-exam days at the end of the quarter according to the final exam schedule.*

Classes that meet 6 hours per week or less have one 2-hour final exam slot. Classes that meet 10 or 12 hours per week have two 2-hour final exam slots.

Therefore (for example), teachers with 10-credit or 10-credit-equivalent classes need to either meet with or be available to their students for 4 hours in addition to the scheduled class times for the quarter. (This is before figuring any release time for teachers in our program.)

* NOTE: For our program, these extra hours may be scheduled before the official final exam days for the college. For example, you can announce to the students that you will be available to meet with students in your office for certain hours in the days preceding your final exam – e.g., to help them prepare for your exam or to discuss the class(es) they will take next quarter. Or if you prefer, you can fulfill these hours after you meet with your students for the last time; in other words, you can use them to complete your various paperwork for the course. You are responsible for working those hours on campus, but you can schedule them in a way that works best for you and for your students.

YOUR CALCULATIONS

STEP 1: End of quarter
Find the official date of the end of the quarter for the college.

STEP 2: Your responsibilities
Calculate how many hours you are responsible for during the final exam period, according to the explanation above.

STEP 3: Compensation for attending meetings
If you attend 4 hours of ABE Department meetings during the quarter, subtract 2 teaching hours (note: hours, not classes or days) from the hours you are responsible for to the end of the quarter.
If you have to miss one of the meetings, email the director (copying to the coordinator) to explain why. Then deduct only 1 teaching hour for your meeting attendance for the quarter.

**STEP 4: Compensation for required paperwork (WABERS, etc.)**
In addition, subtract 2 class hours *(note: hours, not class or day)* for each integrated-skills course that you teach.
Subtract 1 class hour for each supplemental course that you teach.

**STEP 5: Notify students.**
After you have determined the last hour and day of each class, notify the students as soon as possible in the quarter. The best notification would be on your syllabus at the beginning of the quarter.

<table>
<thead>
<tr>
<th>A person teaching --</th>
<th>can subtract a maximum of –</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 integrated-skills course</td>
<td>4 teaching hours</td>
</tr>
<tr>
<td>1 supplemental course</td>
<td>3 teaching hours</td>
</tr>
<tr>
<td>. . . etc., according to the mix that you are teaching.</td>
<td>2 hours TOTAL for attending 2 meetings + 1 or 2 hours PER COURSE (supplemental or integrated-skills)</td>
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</tbody>
</table>

Approved by the ABE and ABE/ESL faculty and distributed on March 12, 2003.