

MSCF Workload Lawsuit Settlement
Workload Calculator [Excel Spreadsheet]
Faculty Member Instructions

The single calculator is designed to support both Fiscal Year 2017 (*Academic Year 2016-17*) and Fiscal Year 2018 (*Academic year 2017-18*) workload entries. The single calculator has two (2) tabs, one for Former MCCFA-green faculty, the other tab for Former UTCE-blue faculty. The applicable workload limits have been programmed into each worksheet tab. The primary purpose of the Workload Calculator spreadsheet is to ensure all recalculated workloads are managed consistently and the workload formulas used are in keeping with the workload settlement.

BEFORE YOU START TO MAKE YOUR ENTRIES TO THE CALCULATOR, please carefully read the following:

The Workload Calculator is created in an Excel spreadsheet with locked formulas functioning behind certain cells. Faculty members **MUST** use the Excel calculator provided. Printing the calculator and filling it out manually is not acceptable and will be rejected.

- If your entire workload only includes lecture courses and/or lab courses at 1:2, there will be no change to your workload based on the terms of the lawsuit settlement. **STOP HERE, there is no need to proceed any further.**
- Review the Workload Calculator FAQ.
- If you are submitting a claim for both academic years, you will at a minimum have to complete two (2) calculators, one for each respective academic year.
- If you have worked at more than one college during an academic year, you must complete separate workload calculators for each college for the respective academic year(s).
- Temporary part-time/adjunct faculty may be Former MCCFA-green in one semester and Former UTCE-blue in the other within the same academic year. Be sure you are clear on your green or blue faculty status in each semester before you complete your entries.
- Customized training credit or non-credit assignments paid in accordance with Article 28 are not included nor affected by the workload settlement. **Do not include such assignments in the workload calculator.** Such assignments are coded 5120 and 5121 on your Paid Work Assignment Information Sheet.
- Have a copy of your **“Paid Work Assignment Information Sheet”** for each fiscal year as provided to you by your union representative.
 - The work assignment sheet will provide you with your salary placement for each semester within the respective academic year.
 - It will list work assignments **already paid to you** during each academic year. **You will need this information to complete the end of the calculator.**

***Note:** work assignment type codes used by your college may be specific for certain assignments, and/or rolled up and presented at a summary level. Either way, focus on the assignment dates of the work listed to determine paid assignments made to you within the scope of the academic year.*
- You are encouraged to sign into the Faculty Workload Management (FWM) system and review your workload details for FY17 and/or FY18 as applicable. Click to open up your HR9601 Workload Report for a summary of your workload details. *Please note, however, that FY17 and FY18 were transition years for campuses using the new FWM system, and it is possible not all of your workload has been entered for those years.*

The workload calculator at first glance

- Light green or light blue shaded fields are open for free-form entries by each faculty member.
- Light gray shaded fields have drop down menus from which to make appropriate selections.
- White fields will auto-populate based on your free-form entries and/or your drop down selections.
- **SAVE your entries along the way**, depending on your computer defaults the auto-save function for Excel may not be as frequent as you might like.

Starting entries to the workload calculator

- Select the correct green or blue tab.
- Complete the top section of the calculator.
 - Select your college (drop down)
 - Select fiscal year (drop down). The academic year will auto-populate.
 - Enter your full name and SEMA4 (State) ID number.
 - Enter the name of your supervising dean, at the time, for the respective academic year.
 - Select your appointment status type (drop down)
 - Select your column and step for each semester (drop down)
 - If your appointment status was adjunct [*working less than 5 credits in a single semester*] enter your flat credit rate for the semester.

Beginning your semester workload entries

- Follow the column headers to make your entries for your instructional and non-instructional workload assignments. See the attached “Data Definition” information for guidance.
 - Next, select from the drop down the appropriate workload description for each line entry. i.e. Lecture, Labs, Coord./Chair, RCE/Other Non-Instr., etc.
 - Once the workload description has been selected the appropriate cell will be made available to you to make the appropriate entry. You will be prompted to make your entry in either credits or student contact hours; or clock hours for Counselor/Librarians/Other-Assn labs where the assignment is based on a 35-hour work week.
 - Final workload credits and contact hours will auto-populate.
 - As appropriate enter information in the “Activity Description” column, i.e. the athletic activity, # of students for internships, # of students for independent studies, team teaching, tutorial, and for RCE’s title of the project/assignment, etc.
 - Enter any additional information in the “Notes” section to explain any unique or unusual workload information relevant to the completed semester section above.

Final total information

- Your final entry to the calculator must include the **sum total** of academic year payments already made to you.
 - To arrive at the correct single entry, you must review the **Paid Work Assignment Information Sheet** provided to you and sum the assignment dollars paid to you **within the scope of the academic year**.
 - Enter your sum total in the green or blue lightly shaded box under **“TO BE COMPLETED BY FACULTY MEMBER”**
- Based on your semester workload entries AND the sum total entry, the calculator will auto-populate the end results of your workload and determine the **“FINAL DISPOSITION”** of your claim and if additional remuneration is owed to you.

How to submit

- ENTER your name, date and time at the end of the calculator and SAVE one final time. (*at this point in Excel*)
- RE-SAVE your calculator as a PDF document. (*you are encouraged to include your last name as part of the file name*)
- EMAIL your PDF workload document, along with any and all supporting information you believe is necessary to your claim to the following email address: SO-2019MSCFCLAIM@minnstate.edu
- You will receive a confirmation email if your submission is received. Please keep this confirmation email for your records. If you do not receive a confirmation email, check the email address and try to resend. If you do not receive a confirmation email after resending, please contact MSCF at 651-767-1262 for assistance.

THE DEADLINE TO SUBMIT YOUR CLAIM(S) TO THE ABOVE EMAIL BOX IS:

11:59 PM October 31, 2019

Workload Calculator Definition of Terms

Listed in order of completion

| Date Field | Definition | Calculation |
|------------------------------------|--|--|
| College | The college where work assignments were completed. | Select from drop down, 30 colleges listed. |
| FISCAL YEAR | Fiscal year 2017 and fiscal year 2018 are subject to the workload settlement. | Select from drop down either 2017 or 2018 . |
| ACADEMIC YEAR | Based on the fiscal year selection the corresponding academic year will auto-populate. An academic year is defined as fall and spring semesters. | Auto-populated. |
| Last, First, Middle/MI Name | Faculty member making the claim. | Free form entry by faculty member. |
| SEMA4 ID | The 8-digit State of Minnesota employee ID number. Most commonly used to sign into MMB Self Service to review paycheck information, change tax exemptions, do insurance open enrollment, etc. | Free form entry by faculty member. (Make sure leading zeros are included in the entry) |
| Dean (if known) | The supervising dean the faculty member reported to relevant to the workload entered. If multiple, list all. | Free form entry by faculty member. |
| Appt. Type | The appointment status of the faculty member for the respective academic year. | Select from drop down: UFT –Unlimited (<i>probationary</i>) Full-time UPT –Unlimited (<i>probationary</i>) Part-time TFT –Temporary Full-time [<i>hired via a position posting, not TPT to converted TFT faculty members</i>] TPT –Temporary Part-time [equal to or more than 5 credits in a semester] ADJ –Adjunct [<i><5 credits in a semester</i>] |
| Column and Step | The column and step for each respective semester within an academic year. See Article 13, Wages of the MSCF CBA for additional information. | Select from drop down: Available steps align with the corresponding column based on the published salary grid in Article 13. |
| Base | Base salary for the respective semester within an academic year. | Auto-populated. |
| Flat Credit Rate | The flat per credit rate for adjunct faculty. The credit rate may range from \$525 to \$1200. | Free form entry by faculty member. |
| Dept. | Abbreviation of the academic department, discipline or program area at the college, a.k.a. course prefix. | Free form entry by faculty member. |
| Course No. | Course number associated with the credit course information. | Free form entry by faculty member. |
| No. of Teaching Sections | When teaching the same course for multiple sections list the total number of sections in this column to reduce duplicate entry. | Free form entry by faculty member. The entry will not automatically multiply the no. of sections by the course credits. See FAQ #11. |
| Course Credit(s) | The “student” course credit(s) for the respective course(s) | Free form entry by faculty member. |
| Course Title | The credit course published title. Or, for non-instructional entries list a short descriptive title of the assignment. | Free form entry by faculty member. |
| Workload Description | Identification of the type of work assignment, instructional or non-instructional. Each description represents the workload ratio under the terms of the workload settlement in credits and contact hours. | Select from drop down: Five types of ratios include Lecture 1:1; Labs 1:2; Flex Labs to Student Activities 1:green [1.3333] or blue [1.6875] proportional value; Counselor/Librarian/Other-Assn Labs 35 hrs:green |

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|---|---|--|
| | | or blue proportional value; and Anomalous Labs 1:XX, use drop down for correct ratio. |
| Lab Ratio (1:x) | This column is only for use IF lab credits have an anomalous ratio to contact hours as approved and documented via the Academic Affairs and Standards Council (AASC) process at the respective college. One example of an anomalous ratio would be 1:3, 1 credit to 3 contact hours. | Select from the drop down. |
| Lecture Credits | The workload lecture credits assigned to teach the respective course(s). The assigned credits may or may not match the “student” course credits, due to team teaching or a tutorial delivery mode, etc. | Free form entry by faculty member. |
| Lab Credits | The workload lab credits assigned to teach the respective lab(s). The assigned credits may or may not match the “student” lab credits, due to team teaching, etc. | Free form entry by faculty member. |
| Other Credits | The workload credits assigned to complete the respective work. This field is used for both instructional and non-instructional workload credits. | Free form entry by faculty member. |
| Flex Lab Contact Hrs./Other-Assn Lab Hrs. (Counselors and Librarians) | The workload hours assigned to complete the respective work. Flex lab hour entries must be made based on contact hours, i.e. green 20 Chrs. or blue 27 Chrs. a week. Other-Assn labs, counselor and librarian entries must be made based on work hours, i.e. a 35-hour work week ¹ . | Free form entry by faculty member. ¹ See Article 11, Section 6. Other Assignments. |
| FINAL Workload Credits | The end result of the assigned workload in credits. | Auto-populated. |
| FINAL Contact Hrs. | The end result of assigned workload credits aligned with the appropriate proportional value ratio of contact hours. | Auto-populated. |
| Activity Description | Short narrative description of the assigned work. Such as, for independent studies and internships list number of students; or for coord./chair list the department/program; or for student activities list the type of activity, football – theatre, etc.; or for RCE’s describe the project. | Free form entry by faculty member. |
| NOTES: | Make entries as needed to describe or highlight a unique or unusual situation relative to the workload information entered for the respective semester. | Free form entry by faculty member. |
| SEMESTER TOTALS | Sum total of credits and contact hours (<i>and Chrs. to credit equivalent</i>) by semester. | Auto-populated. |
| Semester Overload | Former MCCFA-green tab ONLY. Recognition of semester overload based on credits over 18 or contact hours over 25. | Auto-populated. |
| TO BE COMPLETED BY FACULTY MEMBER Total Dollars Paid | The total dollars entry represents the sum total of dollars already paid to the faculty member (including overload) within the scope of the academic year. Faculty members must refer to the “Paid Work Assignment Information Sheet” to make this single entry. | Free form by the faculty member. |

| | | |
|---|---|-----------------|
| TOTAL 2016-17 or 2017-18 Box | Fields in the total box all auto-populate based on semester entries and the summed total dollar entry made by the faculty member. | Auto-populated. |
| ACADEMIC YEAR Totals | Total assigned workload credits and contact hours (and Chrs. to credit equivalent) in the respective academic year. | Auto-populated. |
| ACADEMIC YEAR Overload Total | Total academic year overload effect stated in credits. The auto entry looks at the credit total and the contact hour to credit equivalency and populates the higher difference over the respective academic year workload limits, 30 or 32 credits. | Auto-populated. |
| FALL Dollars | Based on the appropriate base salary (or flat credit rate for adjuncts) aligned with the semester, the fall dollars are calculated in duty days for UFT and TFT faculty and in credits for all others. | Auto-populated. |
| SPRING Dollars | Based on the appropriate base salary (or flat credit rate for adjuncts) aligned with the semester the spring dollars are calculated in duty days for UFT and TFT faculty and in credits for all others. | Auto-populated. |
| ACADEMIC YEAR OVERLOAD Dollars | Total academic year overload effect stated in dollars. For Former MCCFA-green faculty fall semester overload at the respective (lower) base salary is taken into consideration to arrive at the total academic year dollars. Notwithstanding the above, academic year overload dollars are calculated using the spring semester (higher) base salary. | Auto-populated. |
| ACADEMIC YEAR TOTAL DOLLARS | Sum total of fall, spring and academic year overload dollars. | Auto-populated. |
| FINAL DISPOSITION Box | Fields in the final disposition box auto-populate based the recalculated academic year total dollars compared to the dollars paid (the summed total dollar entry made by the faculty member) and determines any back pay owed. | Auto-populated. |
| AY 2016-17 or 2017-18 Recalculated Dollars | Total academic year recalculated dollars based on semester workload entries as reported by the faculty member. | Auto-populated. |
| AY 2016-17 or 2017-18 Dollars Paid | Total summed dollars paid in the respective academic year as reported in the "TO BE COMPLETED BY FACULTY MEMBER" box. | Auto-populated. |
| Back Pay Owed | Comparison of academic year recalculated dollars owed to academic year actual dollars paid resulting in any back pay owed to the faculty member. | Auto-populated. |

Workload Calculator FAQ

1. Should I complete a workload calculator if my workload in academic year 2016-17 and academic year 2017-18 is all **lecture at 1:1 and/or traditional lab courses at 1:2**?

No. The terms of the workload settlement does not affect lecture or lab workload ratios. Also, the 1:2 lab ratio applies to clinicals (allied health areas mostly) and art studios. If your entire workload is made up of lecture at 1:1 and/or labs at 1:2 there will be no change to your workload.

2. I taught single courses that integrate **both a Lecture and a Lab component**, how do I enter these assignment in the calculator?

To correctly input this in the calculator, you will need to know how many credits are designated as lecture credits and how many are designated as lab credits. This information should be available on the common course outline. If the lab component is described in terms of hours on the course outline, it will need to be converted into credits before being included in the calculator. This is usually 1 credit = 2 lab contact hours unless otherwise determined via the AASC process. If the lab ratio is 1:2 you should use the "Lec/Lab" in the workload ratio drop down to make your entries, in credits into the workload calculator.

If the lab ratio is not 1:2, you will need to make your lecture entry separately, then use the "Anomalous Labs" from the drop down to make a separate entry, in credits, for the lab component.

3. I'm **unlimited full-time (UFT) or temporary full-time (TFT)** and only had a single **Reasonable Credit Equivalence (RCE)** for 3 credits in fall semester, the remainder of my workload was all lecture and lab courses, do I have to complete the workload calculator listing my entire workload for the academic year, and why?

Yes. RCE assignments are affected by the workload settlement. UFT/TFT workloads and the determination whether or not overload has occurred is based on a look back of your workload information for the **entire** academic year.

Note: *If you believe you had even one credit/contact hour proportional value workload assignment in the academic year, you should complete the workload calculator.*

4. I'm an **unlimited full-time (UFT) or temporary full-time (TFT)** faculty member with "**unattributed credits**" in my workload, (a.k.a. I'm underloaded, <30 green or <32 blue) how do I enter this on the workload calculator?

You should not make any unattributed credit entries in the workload calculator if you are underloaded with less than 30 credits as a green faculty member, or less than 32 credits if a blue faculty member. If your HR9601 report (available from FWM) lists "unattributed credits", again you should not make the equated entry into the workload calculator.

5. Should I complete a workload calculator if my assigned workload includes **Flex Labs** (*Article 11, Section 8, Subd. 2*), or **Other Assignment (Other-Assn) Labs** (*Article 11, Section 6*)?

Yes.

6. I taught **clinicals and/or labs** that had a **unique credit to contact hour ratio** as approved by the Academic Affairs and Standards Council (AASC) process, how do I enter these assignments in the calculator?

The workload calculator provides for such entries. In the workload description column choose "Anomalous Labs" from the drop down, in the next column to the right choose from the drop down the approved credit to contact hour ratio, (1:3, etc.), lastly enter the number of credits in the "Lab Credits" column. The FINAL workload credits and contact hours will then auto-populate for you.

7. Should I enter any **summer session teaching assignments** in the calculator?

No. The workload calculator is built to intake and recalculate your "academic year" workload only. An academic year is defined as fall and spring semesters only.

8. What about other **extra work, either credits or extended duty day assignments** I had prior to the start of fall semester, after the end of spring semester, and/or some non-instructional work is in the summer?
Any such assignments fall outside the boundaries of the academic year and must not be entered into the workload calculator. Similarly, pay for these assignments should not be included in the total dollars paid cell of the calculator.
9. I did **customized training teaching** in each fiscal year, should I include this work into the workload calculator?
Generally no. Any customized training work, either credit or non-credit and paid in accordance with Article 28, even if the work was done within the scope of the academic year, must not be entered into the workload calculator. Such work is not subject to the terms of the workload settlement. This work will present on your "Paid Work Assignment Information Sheet" with assignment type codes 5120 or 5121.
- One exception to the above.** Unlimited full-time or temporary full-time faculty assigned customized training credit or non-credit teaching as part of the full-time 1.0 FTE position and NOT paid based on the terms of Article 28, but rather paid from your column and step base salary, must list the assignment(s) in the workload calculator.
10. I'm a **temporary part-time (TPT)** faculty member paid as a green faculty member fall semester and then as a blue faculty member in spring semester, do I have to do **separate workload calculators** even though my work was done within a single academic year?
Yes. Use the green and blue tabs at the bottom of the spreadsheet and make your semester entries based on your correct faculty status designation.
11. Do I have to list every course individually even if I'm teaching the same course for **multiple sections**?
No. As one example, if you taught 3 sections of English 101, 3-lecture credits, you need only list English 101 once in the row. However, be sure to enter 3 in the "No. of Teaching Sections" column, then choose "Lecture" in the "Workload Description" column and lastly enter 9 in the "Lecture Credits" column.
12. I taught **Applied Music** assignments during the academic year, should I include these assignments in the workload calculator?
Maybe. If you had an applied music assignment(s) that met the threshold to be paid as a credit equivalency according to *Article 13, Section 17, Subd. 1*, the answer is yes, these assignments are affected by the workload settlement and will need to be recalculated. However, if you were paid for applied music at the flat hourly lesson rate, such work is unaffected by the workload settlement and should not be included in the calculator.
13. I served as a **Department Chair** and was paid the **flat rate of \$2,500** with no release time (*Article 11, Section 3, Subd. 2.C.*), should this assignment be included in the workload calculator?
No. Such assignments are unaffected by the workload settlement. Similarly, pay for these assignments should not be included in the total dollars paid cell of the calculator.
14. I did some small projects and was paid a **flat rate honoraria and/or stipend** which in total sum did not exceed **\$1,000** (*Article 13, Section 9*). Should these assignments be included in the workload calculator?
No. In general any flat rate payments made to faculty members are not affected by the workload settlement and must not be included in the workload calculator. Similarly, pay for these assignments should not be included in the total dollars paid cell of the calculator.
15. I had **student advisor assignments**, campus club, senate, etc., and was paid a flat rate amount for the work, should these assignments (*Article 11, Section 9, Subd. 2*) be included in the workload calculator?
No. If you were paid at a flat rate, these assignments and pay must not be entered into the workload calculator. However, if you were granted release time in the form of a reasonable credit equivalency (RCE), then yes, these assignment should be included into the workload calculator.

- 16.** I did a lot of **grant work** during the academic year and had release time in the form of a **reasonable credit equivalency (RCE)**, should this work be included in the workload calculator?
Yes. All RCE work done within the scope of the academic year, regardless of the funding source, should be included in the workload calculator.
- 17.** I'm a Former UTCE-blue faculty member and had **contact hour release time for Travel Time** (*Article 11, Section 4, Subd. 3*) as part of my academic year assignment, do I need to include this in the workload calculator?
Yes. Because this work assignment is made in contact hours, for purposes of the workload calculator please use the "Flex Lab" drop down to report your contact hours. Make a note in the "Activity Description" column that your entry is for Travel Time.
- 18.** I'm an unlimited full-time (UFT) faculty member who taught **over seven (7) Preparations** and I had my workload reduced in credits (*Article 11, Section 2, Subd. 4 & Section 3, Subd. 4*), how do I report this in the workload calculator?
Select "RCE/Other Non-Inst." from the workload ratio drop down and enter the number of reduced credits in the "Other Credits" column. Make a note in the "Activity Description" column that your entry is for over 7 preps.
- 19.** I taught two **Combined Classes** (*Article 11, Section 1, Subd. 10*), a 3-credit course and a 4-credit course and was paid for 5 credits, how should I enter that into the workload calculator?
You should enter the combined classes as a single course entry and list the higher number of credits of the two courses plus the 1-credit of pay differential in the appropriate column. Using the example above, the credit entry would be 5. Make a note in the "Activity Description" column that your entry is for combined classes.
- 20.** I did **Team Teaching** (*Article 11, Section 1, Subd. 4*) during the academic year, how should I enter this into the workload calculator?
The "Course Credit" entry must be representative of the student credits for the course. However, after selecting the appropriate workload description drop down, enter only the number of credits or contact hours you actually taught in accordance with the team teaching agreement for the course.