



Budget Services
5200 E. Cheyenne Avenue - J1B
North Las Vegas, Nevada 89030
Phone (702) 651-4321 - Fax (702) 651-4771

MEMORANDUM

To: All Departments
From: Budget Services
Subject: Fall 2009 - LETTER'S OF APPOINTMENT
Date: August 3, 2009

As we begin preparation for the Fall 2009 semester, the following information has been created to assist you in completing LOA's for your lab personnel, teaching assistants, part time and overload staff.

LABORATORY AND TEACHING ASSISTANTS

Laboratory and teaching assistants are paid on a 4-pay system. The pay start/stop dates will be September 1 thru December 31, 2009. LOA's for teaching assistants and lab assistants should already be in process. These documents are due to the Budget Office no later than August 21, 2009.

PART TIME INSTRUCTORS AND OVERLOAD FACULTY

The Fall 09 semester is scheduled to begin on August 31, 2009 and end December 12, 2009. All instructors teaching during the normal semester, whose classes meet enrollment requirements *before* the payroll deadline, will be processed on a 4-pay system. Pay start/stop dates are September 1 thru December 31, 2009. Those instructors who have classes that do not meet enrollment requirements by the established deadline of August 21, 2009 are subject to a 3 pay system. Those pay start/stop dates would be October 1 thru December 31, 2009.

For contractual reasons, the term of appointment for instructors teaching the normal semester should be August 31, 2009 through December 24, 2009, as this is the last day grades are due.

LOA's for **all identified** instructors, whose classes have sufficient enrollment, should be submitted to Budget Services no later than August 14, 2009.

Provided below for each month is a schedule of due dates by which documents must be provided to Budget Services.

Month of Pay	Due Date to Budget Services
September, 2009	August 14 th – For all identified instructors August 21 st – Last possible date for ALL other LOA's for September pay.
October, 2009	September 11th - Last possible date for instruction related LOA's. September 18 th – Non Instruction LOAs
November, 2009	October 16 th
December, 2009	November 16 th

Attached you will find a detailed calendar that includes all pertinent dates for processing LOA's. As in the past, any exceptions to the above dates will have to be approved through the Budget Office and Human Resources.

RATES

The rates listed below are in effect for classes that begin on or after August 25, 2009 and are as follows:

Part Time Instructors	<u>\$801.00 per/IU</u>
Hourly Lab Instructors	<u>\$40.05 per/hr</u>
Hourly Clinical Rate	<u>\$40.05 per/hr</u>

As always, if you have any questions or concerns regarding contracts, please don't hesitate to contact me directly at 651-4657 or another member of the Budget Services staff at 651-4321.