

## Jacqueline Rusnak

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**From:** Academic Personnel Forum <notifications@sakai.rutgers.edu>  
**Sent:** Wednesday, June 12, 2019 10:37 AM  
**To:** Academic Personnel Forum  
**Subject:** [ Academic Personnel Forum - Announcement ] PTL Appointments - Fall 2019

An announcement has been added in the "Academic Personnel Forum" site at (<https://sakai.rutgers.edu/portal/site/8a66942a-f126-4705-a995-d22b92970240>) at Jun 12, 2019 10:37 am  
As you are aware, the Office of Academic Labor Relations is responsible for processing **Class 7 Part Time Lecturer** appointments for new and returning PTLs. Units must submit new hire and re-hire requests by August 2, 2019 **but not before June 17, 2019**. Please ensure that requests are correctly entered, with supporting documentation attached. All offer letters should include both the hiring authority and employee's signature as well as language regarding pre-employment screenings as applicable per University Human Resources Policy 60.1.30. Offer letters must also include the salary (including per credit rate).

### Co-Teachers

Please keep in mind that co-teachers (i.e. 2 or 3 teachers assigned to teach the same course) who are assigned to teach a course within 2 weeks following the beginning of the semester and assigned for the remaining portion of the semester, whose shares of teaching, as determined in the sole discretion of the hiring authority, are the equivalent of at least one-half of a full two credit course for a full semester, should be appointed as PTLs.

### Salary Provisions

The successor collective negotiations agreement beginning July 1, 2018 was recently ratified.

The collective agreement provides for new minimum base salaries and across-the-board increases for each year of the agreement beginning with Fall 2018. **For PTLs who were appointed during Academic Year 2018-2019:** University Human Resources is processing corrections to those salaries. Units do not need to take any action in this regard. Units just need to ensure that appointments entered into HCM for Fall 2019 reflect the new rates (see below). **Due to the processing of salary corrections by University Human Resources for PTL appointments during Academic Year 2018-2019, please do not enter any appointments into HCM for Fall 2019 prior to the week of June 17, 2019.**

**For PTL appointments during Academic Year 2019-2020:** The minimum base salary rate for union eligible PTLs for Fall 2019 is **\$1831 per credit** except for courses in the PALS program and Mason Gross studio PTLs (hourly rates for instruction in the PALS program is **\$55** per hour for the Intensive and Evening programs and **\$62** for the Corporate Program; courses for Mason Gross studio PTLs is **\$106** per student, per lesson). **A unit member whose base salary is above the prevailing minima shall receive a 3% across-the-board per credit increase.**

A PTL may be offered a salary that is less than what he/she received in an earlier semester only if he/she is appointed to teach a significantly different course or if he/she had been paid above his/her base salary rate due to special circumstances. **If a PTL is paid above his/her base salary rate due to special circumstances, the department must inform the PTL in writing of the special circumstances at the time of the appointment. The appointment letter should state the reason for the special circumstances as well as both the base salary rate and the additional amount the PTL is being paid for the special circumstances.**

### An Important Note Regarding Unit Eligibility

Due to negotiated changes to the Recognition article, certain appointments that had previously been designated as unit-ineligible may now be deemed unit eligible and therefore must be assigned a unit eligible job code accordingly. **Please consult the revised Determination of Titles Worksheet attached to this announcement to ensure correct assignment of title and job code.**

### Documentation for PTL Appointments

Attached and listed below are documents which need to be utilized for PTL appointments. You can also access these forms on our [website](#).

- Sample PTL Appointment Letter

- Determination of Titles Worksheet for PTLs and Teaching Coadjutants/Declaration Form for PTLs and Teaching Coadjutants
- Programs/Resources Relating to Professional Development and Training

**Please note that the Background Check Certification or Waiver provided by University Human Resources must also be uploaded with the supporting documentation for PTL appointments.**

**PeopleSoft Process for Active Class 7 Record**

Please keep in mind if a PTL has an active class 7 record, the request should be submitted utilizing the reappointment template under the active record in the PeopleSoft system, not as a hire under a new class 7 record. **If the offer letter and either the Background Check Certification or Waiver are not attached to the request, the transaction will not be processed.**

**State of New Jersey Unemployment Form Requirement (Form BC-10)**

In accordance with the mandates set forth by the New Jersey Department of Labor and Workforce Development, employers must issue Form BC-10 to employees who are separated from employment. As a result of recent state legislation, Form BC-10 must be given to any employee, including PTLs, who become unemployed for any reason, whether the unemployment is permanent or temporary. The new law also requires that employers provide separated workers with the following information on Form BC-10:

- Date the worker becomes unemployed;
- Recall date, in cases where the employment separation is temporary; and
- Notification that the employee may lose some or all benefits if a claim is not filed in a timely manner.

You must make certain that all sections of the form, including those required by the legislation, are completed before it is issued to the employee. Since PTLs are hired one semester at a time, you may issue Form BC-10 to PTLs at the time of appointment. The form is available on our [website](#) or it can be downloaded from the [UHR website](#). You can read about the recent state legislation at <http://www.njleg.state.nj.us/2010/Bills/AL11/87.PDF>.

**State of New Jersey Retirees**

When hiring a new employee, including PTLs, units are advised to ask potential employees if they are a retiree of the State of New Jersey, including Rutgers University. **If they are a State retiree, please contact Michelle Brugnoli immediately.** Michelle will provide the hiring department with paperwork that **MUST** be completed before the hiring process can begin. **Appointments for retirees must not be entered in HCM without receiving confirmation from Michelle Brugnoli that all of the paperwork is in order.**

Please do not hesitate to contact the Office of Academic Labor Relations (848-932-7174) if you have any questions regarding the appointment of PTLs. Thank you.

Attachments:

[DETERMINATION OF TITLES WORKSHEET 6-11-19.pdf](#)

[Programs Resources Relating to Professional Development 5-29-19.pdf](#)

[Sample PTL Appointment Letter 6-12-19.docx](#)

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