

**Approval Authority:** President's Office

**Last Approved:** May 14, 2014

**Administrative Responsibility:** President

**Next Review:** 2024-2025

## POLICY

1. If courses are assigned to term instructors and then the employment agreement or contract has to be terminated early NVIT will pay the instructor for actual contact hours completed based upon the term rate divided by the course contact hours.
2. If the employment agreement is cancelled within 5 business days prior to the start of classes the instructor will be paid 10% of overall course preparation time. Course preparation time will be considered to be 50% of the course contact hours. The hourly rate for prep time only will be based on the term rate divided by the sum of contact hours and prep hours.
3. If a course is cancelled more than five business days prior to the start of the course no payment will be made to the instructor.

Examples								
Term Rate	Course Hours	Rate per contact hour	e.g. end of Week 1	e.g. end of Week 2	Contact hours x .5 to determine prep time	Rate per hour based on contact & prep hrs.	Payment if course cx with < 5 days' notice (10% of prep time)	Payment if course cx with > 5 days' notice
6081.90	45	135.15	405.46	810.92	22.5	90.10	202.73	zero
6081.90	60	101.37	405.46	810.92	30.0	67.58	202.73	zero
6914.39	75	92.19	460.96	921.92	37.5	61.46	230.48	zero
6914.39	90	76.83	460.96	921.92	45.0	51.22	230.48	zero

4. This process will only be applicable to regular term courses. For courses that do not fall into a regular term, decisions regarding payment will be made on a case by case basis.

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