

**Effective:** September 2, 2005

**Local Agreement**  
**COMPLEMENT COUNTING for CHAIR STIPENDS and MINIMUM**  
**WORKLOAD EQUIVALENTS**

**Approved:** September 2, 2005  
MU/APSCUF-MU Meet & Discuss

The CBA does not clearly delineate the method for counting complement for chair stipends and minimum workload equivalents. However, the University has implemented a complement counting procedure since 1986 that has served well. The document defines the procedure for complement calculations for determining chair stipends and minimum workload equivalents.

Prior to the beginning of the fall semester, the number of department members aboard for that semester, including adjuncts, is tallied. Then the number of persons on leave is computed. Chairperson stipends and workload equivalents are then determined in this way:

1. The chair receives a stipend and workload equivalent computed either on the authorized complement or the actual headcount, whichever is greater.
2. In cases where more than one adjunct is used to cover classes of an instructor on sabbatical leave, one of the temporary slots cancels that of the person on leave, the remainder of slots are then counted.

Two examples provide clarification:

1. **Stipend:** A department with a ten person complement has one of its members on leave. Two adjuncts are hired to cover the classes. Eleven becomes the figure used to determine the chair's stipend. Another department with the same complement and the same situation using only one adjunct would have no change in chair stipend.
2. **Workload Equivalent:** A department with a nine person complement has one of its members on leave. Two adjuncts are hired to cover the classes. Ten becomes the figure used to determine the chair's workload equivalent. Another department with the same complement and the same situation using only one adjunct would have no change in chair stipend.