Name: _____

School: _____

As a partial-load faculty member, you accumulate months of service credits for every calendar month in which you have taught 30 hours or more.

- **Prior to Oct 1, 2017**: 1 month of 30+ hours = 0.5 months of service credit
- **Oct 1, 2017 and later**: 1 month of 30+ hours = 1 month of service credit

You are entitled to a salary step increase when you have accumulated 10 months of service credit

YEAR and SEMESTER	CONTRACT STATUS	START PAY DATE	STOP PAY DATE	HOURS PER WEEK	TOTAL HOURS PER MONTH												SERVICE CREDIT MONTHS
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
2018 Fall	Partial-Load	04-Sep-18	14-Dec-18	9									33	33	39	18	3