

Rounding Guidelines

When determining workload proportions for an appointment, the proportion is always rounded up to the next half or whole number.

Method: Calculate the workload proportion to two decimal places.

- a) If the proportion is a whole number or ends in “.50” then no change is required.
- b) If the decimal is less than .50 round the number up to the next half number.
- c) If the decimal is greater than .50 round the number up to the next whole number.

Examples

- 43.00 remains unchanged: appointment proportion is 43%
- 87.50 remains unchanged: appointment proportion is 87.5%
- 9.13 rounds up to the half number: appointment proportion is 9.5%
- 62.52 rounds up to the whole number: appointment proportion is 63%

Note

When calculating additions to an existing workload, recalculate the entire (semester or annual as appropriate) workload to determine the correct proportion to add.

For example, if there is an additional 10% workload added to an employee with a 60% appointment the increase may be less than 10%. This will be the case when the employee has a 60% appointment but a current workload of, say, 57%. With the addition, the total workload will be 67% therefore the additional appointment should be for 7% not 10%.