MEMORANDUM

TO: Vice Presidents, Deans, Directors, and Department Chairpersons

FROM: Dale O. Anderson

RE: Availability of 9½-month Appointment for Nonexempt and Exempt Staff

As the result of a recommendation by the President’s Task Group on Administrative Incentives, Efficiencies, and Effectiveness, the Department of University Human Resources is undertaking an effort to publicize the 9½-month/paid over 12-month appointment type available to both Nonexempt and Exempt employees. It is only available on an individual and voluntary basis after the unit head has determined that such an appointment type is suitable based on the unit’s mission and in consideration of its operational needs. This type of appointment may be particularly well suited to units that experience a lull during the summer months. As new positions are created or positions vacated, unit heads may want to consider changing the position to a 9½-month appointment.

The 9½-month appointment begins on August 17th and continues through May 31st of each academic year. Employees who voluntarily reduce from 12-month appointments to 9½-month appointments will have their salaries reduced to approximately 79% of the full time equivalent salary at the beginning of the appointment, paid equally over a twelve month period. These employees will be off from June 1st through August 16th, but will continue to receive a paycheck during the summer. There is no interruption to their benefits over the summer months since all deductions will continue to be made. 9½-month Nonexempt and Exempt staff will continue to earn leave at the full rate during the academic year; no leave will be earned/accrued over the summer months. Full-time 9½-month staff will also continue to be eligible for tuition remission.

As the University works to address budget issues in ways that least impact upon the community it serves, I hope you will take this opportunity to consider if there are employees within your unit who would appreciate this type of flexible arrangement, without it compromising the University’s mission and the important work of your department.

Should you have any questions pertaining to this appointment type, please contact the PHR Service Center at 301.405.7575.