

UNIVERSITY OF PITTSBURGH POLICY 07-03-04

CATEGORY: PERSONNEL
SECTION: Employment Status
SUBJECT: Nine-Month and Ten-Month Full-Time Staff Status
EFFECTIVE DATE: June 30, 1995 Revised
PAGE(S): 3

I. SCOPE

This policy establishes at-will employment opportunities for nine-month and ten-month full-time regular staff status (with a continuous two-month or three-month period of non-employment any time during July 1 through June 30) and includes conditions of employment and eligibility for benefits. Except as otherwise stated, all personnel policies and procedures issued by the University are applicable to nine-month and ten-month full-time staff status.

II. POLICY

Voluntary - Current Employees

For current staff employees on a 12-month status, conversion to nine-month or ten-month status is voluntary. The definition of "voluntary" in this context will be that the conversion will be initiated by the affected employee and be agreed upon by the employee and the responsibility center head. If there is a disagreement, the responsibility center head will base the decision on the operational needs of the unit. At the discretion of the responsibility center head, all positions may be determined to be 12-month positions. In the event that the responsibility center head or the employee wishes to revert the nine-month or ten-month position back to 12-month status, this conversion must be mutually agreed upon by both parties.

New Positions/Replacement Positions

For employees hired to fill new or replacement positions, terms of employment status will be defined in the job description.

Compensation

Compensation for employees on nine-month or ten-month status is based on a 12-month annualized rate and is payable in 12 equal payments. The monthly rate is determined by dividing by 12 the annual salary that would be offered if the position were on a 12-month status and multiplying by nine or ten. The nine-month or ten-month status salary will become effective July 1.

Example: $\$25,000/12 = \$2,083.33$
 $\$ 2,083.33 \times 9 = \$18,749.97$ (nine-month salary)

$\$25,000/12 = \$2,083.33$
 $\$ 2,083.33 \times 10 = \$20,833.33$ (ten-month salary)

Vacation, Personal Days, Holidays, and Sick Time

Employees on nine-month or ten-month status accrue vacation based on length of service, prorated as follows:

Years of Service	Nine-Month Status	Ten-Month Status
Up to Five Years	10 days x .75 = 7.5 days	10 days x .83 = 8.3 days
Six Years to Ten Years	15 days x .75 = 11.25 days	15 days x .83 = 12.5 days
Over Ten Years	20 days x .75 = 15 days	20 days x .83 = 16.6 days

Earned vacation days must be taken during the nine-month or ten-month assignment; earned vacation may not be carried over. Employees on nine-month or ten-month status

receive two personal days which also must be taken during the employment period. Vacation and personal days are not payable as a cash benefit. Employees receive pay for all University paid holidays and recesses that occur within the employment period. Holidays that occur outside of these time frames are not reimbursed.

Sick time is accrued at the rate of one sick day per each month worked. The maximum sick time accumulation that can be carried over from one employment period to the next is 120 days.

Health Care and Optional Group Term Life Insurance

Employees on nine-month or ten-month status are eligible to participate in health care and optional insurance programs offered by the University. There is no pro-rated reduction. Both the University and the employee contribute to these programs over the 12-month pay cycle.

Other Insurance Coverage

Employees on nine-month or ten-month status are included in certain insurance programs during their period of employment, the cost of which is paid entirely by the University. These include Liability, Travel Accident, and Workers' Compensation. Employees are not covered under these insurance programs during the period of non-employment.

Unemployment Compensation, Long-Term Disability, and Retirement Contributions

Based on reasonable expectation of return to work, employees on nine-month or ten-month status are not eligible for unemployment compensation during the period of non-employment.

In the event of disability, long-term disability benefits are payable the first month following six months of continuous disability.

The University makes contributions to the employee's retirement program over the 12-month pay cycle.

Educational Benefits

Employees on nine-month or ten-month status are eligible for employee, spouse, and dependent scholarships for all academic terms under the same terms and conditions of those employees on 12-month status.

ID Cards and Services

ID Cards for employees on nine-month or ten-month status are valid during the period of non-employment.

Provisional Period

Provisional periods of employment associated with nine-month or ten-month status are six months for professional positions and three months for non-professional or clerical/secretarial and technical positions. Depending on the date of hire, completion of the provisional period may carry over from one status period to another. Provisional periods cannot be credited during period of non-employment.

Salary increases for employees on nine-month or ten-month status coincide with the beginning of the academic year; employees are eligible for a salary review on September 1 following completion of the provisional period. Employees on nine-month or ten-month status are eligible for the same annual rate of increase as employees on 12-month status.

Employees on nine-month or ten-month status are evaluated annually on the same schedule as other classified staff positions.

Period of Non-Employment

If an employee on a nine-month or ten-month status is requested to work during the period of non-employment to complete a project, the employee will be reimbursed at the hourly rate calculated by dividing the annualized salary by 1,950 standard hours (for example: $\$25,000/1,950 \text{ hours} = \12.82 hour). Vacation days and sick time are not accrued during this period.

During the period of non-employment, if an employee on nine-month or ten-month status wishes to pursue a temporary assignment at the University, this must be done through the Temporary Employment Pool. These temporary assignments must be outside of the department in which the employee holds nine-month or ten-month status and will be at an hourly rate determined by the assignment.