

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

I. PURPOSE

To define the steps required to change a position from a regular full-time 12-month status to a regular full-time nine-month or ten-month status.

II. SCOPE

This procedure applies to all regular full-time staff.

III. DEFINITIONS

Voluntary - Current Employees: Conversion from a 12-month status to a nine-month or ten-month status as mutually agreed upon by the employee and supervisor/department head.

Replacement Positions: Conversion from a 12-month status to a nine-month or ten-month status must be documented in the Summary section of the new Job Description (FORM 0063). The established status cannot change during an incumbent's tenure in the position.

New Positions: A new position may be established as a nine-month or ten-month status position. The status of the position must be documented in the Summary section of the new Job Description (FORM 0063). The established status cannot change during an incumbent's tenure in the position.

IV. ADMINISTRATIVE RESPONSIBILITIES

Employee: Responsible for initiating a request to change status of position from a regular full-time 12-month position to a regular full-time nine-month or ten-month position. The request must be made to the employee's supervisor/department head. The employee is required to sign the Reduced Staff Appointment form (EXHIBIT A). New and current employees must work a minimum of six months prior to the period of non-employment to be eligible for a nine-month or ten-month appointment.

Supervisor/Department Head: Responsible for reviewing requests for changes from 12-month to nine-month or ten-month regular full-time employment status as requested by the employee. If approved, he or she is responsible for signing the Reduced Staff Appointment form (EXHIBIT A). The responsibility center head must be notified of the requested status change via the Reduced Staff Appointment form (EXHIBIT A). If approved by the responsibility center head, the supervisor/department head is responsible for processing the Employee Record (EXHIBIT B) and Salaried Personnel Activity Report (SPAR) to identify the change in employment status and adjust the employee's pay accordingly. Additionally, the supervisor/department head is responsible for adjusting the employee's Staff Time Record (EXHIBIT C) to reflect the new accrual rates and maximum limits, which should be communicated to the staff employee.

Responsibility Center Heads: Responsible for reviewing requests for changes from 12-month to nine-month or ten-month regular full-time employment status. If approved, the responsibility center head must sign the Reduced Staff Appointment form (EXHIBIT A) and return it to the supervisor/department head.

Office of Human Resources: Responsible for processing and reviewing the Employee Record (EXHIBIT B) and the Reduced Staff Appointment form (EXHIBIT A) for supporting documentation and approvals.

V. PROCEDURES

Requesting a change in employment status from 12-month to a nine-month or ten-month appointment

1. If both the supervisor/department head and the employee agree to a change of status from a 12-month to a nine-month or ten-month appointment, the responsibility center head must be notified (via the Reduced Staff Appointment form, EXHIBIT A) of the requested status change.
2. New staff positions or vacant staff positions may be established as a regular full-time nine-month or ten-month position. This change must occur before recruitment for the position commences and must be defined in the Summary section of the Job Description (FORM 0063). The position must be identified as a nine-month, ten-month or 12-month position (or indicated as other) in the Summary of the Job Description (FORM 0063).
3. Eligibility: New and current employees must work a minimum of six months prior to the period of non-employment.

Department responsibility for processing a change from a regular full-time 12-month to a nine-month or ten-month position

1. Upon approval of the responsibility center head, the department must adjust the Employee Record (EXHIBIT B) to reflect compensation based on a nine-month or ten-month annual salary payable in 12 equal payments. The nine-month or ten-month rate is determined by dividing the annual (12-month) salary by 12 and multiplying by 9 or 10.

Examples: $\$25,002.00/12 = \$2,083.50$ (per month)
 $\$2,083.50 \times 9 = \$18,751.50$ (nine-month annual)
 $\$18,751.50/12 = \$1,562.63$ or $\$1,563.00$ (new monthly)

$\$25,00.00/12 = \$2,083.50$ (per month)
 $\$2,083.50 \times 10 = \$20,835.00$ (ten-month annual)
 $\$20,835.00/12 = \$1,736.25$ or $\$1,736.50$ (new monthly)

2. The Employee Record (EXHIBIT B) must also be coded to reflect the nine-month or ten-month status. The Payment Frequency on Line 04 of the Employee Record (EXHIBIT B) must indicate "Z" for a nine-month or ten-month status.

The department forwards the Employee Record (EXHIBIT B) to Human Resources for processing.

3. The department must revise the employee's Staff Time Record (EXHIBIT C) to indicate the change in accrual rates and maximum limits for both vacation and sick time.

a. Vacation Accruals and Limits

Vacation time is calculated on a prorated basis to reflect nine months (.75 of a year) or ten months (.83 of a year) of employment.

Years of Service	12-Month Maximum	Nine-Month Maximum	Ten-
Month Maximum			

Up to Five Years .83 = 8.3 days	.84 day x 12 mos. = 10 days	10 days x .75 = 7.5 days	10 days x
Six to Ten Years .83 = 12.5 days	1.25 days x 12 mos. = 15 days	15 days x .75 = 11.25 days	15 days x
Over Ten Years .83 = 16.6 days	1.67 days x 12 mos. = 20 days	20 days x .75 = 15 days	20 days x

b. Sick Time Accruals

All regular full-time staff employees accumulate one sick day per month. Employees on a nine-month or ten-month status accumulate one sick day per each month worked. The maximum accumulation limit is 120 days.

c. Personal Days and Holidays

Employees on a nine-month or ten-month status receive two Personal Days which must be used during months of employment. All regular full-time nine-month or ten-month employees will receive pay for all University Holidays that fall within the months of employment.

VI. EXHIBITS

Exhibit A - Reduced Staff Appointment

Exhibit B - Employee Record (PITT 1520-4)

Exhibit C - Staff Time Record (FORM 0099)

VII. REFERENCE

[Policy ER 10, Nine-Month and Ten-Month Full-Time Staff Status](#) (formerly 07-03-04)