

# HUMAN RESOURCE SERVICES MANUAL

## SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

### Types of Appointments

#### 1. Academic Faculty

The academic faculty includes all personnel who carry academic rank (professor, associate professor, assistant professor, lecturer, instructor, faculty affiliate) and additional personnel as defined by C.R.S. 23-31-113.

Appointment of an academic faculty member is initiated by the department head or chairman. This action is taken only after all conditions of employment have been agreed upon by the dean of the college and accepted by the prospective faculty member.

Five basic types of appointments are used for members of the academic faculty, whether domestic or overseas. These are regular full-time (9 or 12 month), regular part-time, special, temporary, and transitional. Only individuals holding regular or regular part-time appointments at the time of consideration are eligible to acquire tenure. All other academic faculty appointments are at will. Under appropriate circumstances, any of the five types of appointments may be used for any rank or title, except that only special or temporary appointments can be given to lecturers and only temporary appointments can be given individuals in an affiliate position or a visiting faculty position.

Only academic faculty with regular appointments at the rank of professor, associate professor or assistant professor are eligible for sabbatical leaves.

Following are the major characteristics of each type of academic faculty appointment.

- A. Regular Full-Time Appointments - Individuals with a regular appointment who serve satisfactorily for a specified period shall be eligible to acquire tenure (see *Academic Faculty and Administrative Professional Manual*).
- B. Regular Part-Time Appointments - Regular part-time appointments must satisfy the following:
  - Regular part-time positions may be established by departments at any percentage equal to or greater than 50% of a regular full-time appointment established for the position.
  - Criteria, procedures, and regulations for promotion, tenure, and salary must be subject to the rules governing regular full-time appointments, with appropriate scaling of responsibilities and salaries commensurate with the proportion of time worked.
  - A part-time regular position can be tenured only for one-half time service, although additional employment short of full-time may be arranged each year between the faculty member and the department.
- C. Special Appointments - A special appointment may be either full-time or part-time at any percentage less than 100% of full-time. These appointments may carry a specific ending date and normally are given in the following situations:
  - The individual to be appointed will have responsibilities pertaining primarily to research in positions dependent upon the University obtaining outside financial resources essential for continuance of the particular type of research involved.
  - The individual to be appointed will have responsibilities pertaining primarily to instruction (1) as a member of the staff of an overseas project, (2) as a replacement for someone assigned to an overseas project, or (3) as a member of the staff of any other instructional program dependent upon the University obtaining outside financial resources essential for continuance of the instructional programs involved, (4) within a department and paid for by Resident Instruction funds.

## HUMAN RESOURCE SERVICES MANUAL

### SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

#### Types of Appointments (Continued)

- D. Temporary Appointments - Temporary appointments are used when one or more of the following situations is encountered:
- The individual is appointed for a specific period of time, at the end of which it is anticipated that employment at the University will not be renewed for the foreseeable future.
  - The individual is appointed for less than an academic year or for part-time employment throughout an academic year.
- E. Transitional Appointments - This type of appointment is an interim step in the retirement process and is available only to tenured academic faculty on regular full-time appointments who are currently eligible for retirement under the provisions of their University retirement plan. Transitional appointments are for a specified term of at least one year and no more than four years, and conclude with full retirement. Following are some of the more important features:
- Terms of the transitional appointment shall be mutually acceptable to both the faculty member and the University. Requests should be submitted in writing one full academic year in advance.
  - Salary for transitional appointments is normally for 50 percent of the faculty member's normal appointment time and 50 percent of a full work load, but exceptions which permit a variation from the 50 percent, including brief periods at full-time, may be approved if it is to the benefit of the University and the faculty member.
  - Faculty members on transitional appointments who are PERA annuitants may be subject to that retirement system's annuity penalty for "post retirement" work for a PERA affiliated employer(s), including the University, in excess of 110 days in any calendar year. Transitional faculty receiving PERA annuity should determine directly with that organization what effects, if any, these transitional appointments have on their PERA annuity amounts.
  - A tenured faculty member retains tenure during the transitional period.
  - A faculty member on a transitional appointment is considered for pay increases on the same basis as full-time faculty, proportionate to the scope of his/her appointment.
  - Faculty members on transitional appointments will participate in the University's Defined Contribution Plan (DCP), are eligible for all benefits, and receive the University's cafeteria benefits contribution (Faculty Benefits Pay) on the same basis as other faculty on regular appointment. An individual interested in a transitional appointment should contact the Human Resource Services Department to determine the specific conditions for his/her situation. **NOTE:** Certain early transitional appointees under PERA may not be participants in the University's DCP, and in these cases the employer's contribution, which would otherwise be paid to PERA, is paid directly to the faculty member in addition to his/her base salary.
2. Other Kinds of Academic Faculty Appointments.
- A. Department Heads - Department heads hold up to twelve-month appointments while in office; however, when their service as department head is terminated, they shall return to nine-month faculty status unless there is good and sufficient reason not to do so as determined by the appropriate administrators.

## HUMAN RESOURCE SERVICES MANUAL

### SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

#### Types of Appointments (Continued)

- B. Joint Appointments - Joint appointments should only be made when the professional activities of the individual concerned normally fall, to an appreciable degree, within the purview of two departments. Personal preferences of the individual are not sufficient reasons to justify a joint appointment.

Each faculty member with an interdepartmental appointment shall be considered a member of the department contracting for the greater percentage of his/her time. In the case of a member having equal time in two or more departments, that member must decide in which department he/she wants representation. The status of such a member shall remain unchanged unless changes in his/her academic appointment require a change in departmental representation.

- C. Affiliate Faculty - It is possible to appoint, as members of the academic faculty, individuals who possess training and experience useful to the University's teaching and research program and who are self-employed or employed on a full-time basis by an organization other than the University. These individuals receive a Faculty Affiliate title and do not receive a stipend from the academic department in which they hold an affiliate title, nor are they eligible for employee privileges or benefits.

Discretion should be used when recommending individuals to be affiliate members of the academic faculty. Such a recommendation should be made only when a reasonably strong and continuing relationship between the individual and the department can be established. The training and experience of the individual should be such as to support in a direct way the program of the department concerned, and the activities of the individual should be such that in time an appropriate measurable contribution to the achievement of the goals of the department exists. If, for any reason, an individual appointed to affiliate faculty membership is unable to continue to contribute actively to the program of the department concerned, the affiliate appointment should be terminated.

Additional characteristics of affiliate faculty appointments are the following:

- Affiliate appointments may be made for up to 3 years and may be terminated at any time without cause. All affiliate appointments are classified as temporary.
  - Affiliate appointments are processed in the same manner as regular faculty appointments.
  - An individual may not be appointed a faculty affiliate in more than one academic department except with the approval of the Academic Vice President.
- D. Visiting Faculty - Individuals who are members of the academic faculty for a short period of time while on leave from another institution of higher education or private agency should be given a visiting appointment if salary arrangements are to be made, or an affiliate appointment if no salary arrangements are needed.

Visiting appointments may be made for any rank. The criteria used to determine the rank to be recommended are the same as those applied when determining the rank of a regular member of the academic faculty. Visiting faculty are always temporary appointments.

- E. Emeritus Faculty - Academic appointees who have completed at least 10 years of regular service on the faculty of Colorado State shall be eligible for an emeritus title equivalent to their highest professorial rank at the time of their retirement. Academic personnel who have held administrative positions (including department heads) for at least 5 years shall be eligible for the emeritus title for both positions.

A member of the academic faculty may request emeritus status from the department at the time of retirement from the University. The department head and dean of the college forward the request to the Provost/Academic Vice President who forwards it on to the President for approval. Final action is taken by the Governing Board. This information should be recorded on the Leave/Termination form at the time of termination.

# HUMAN RESOURCE SERVICES MANUAL

## SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

### Types of Appointments (Continued)

Emeritus personnel will continue to be listed in the University General Catalog; are issued permanent faculty ID cards; receive full library privileges; and if possible, office or lab space and clerical support if they continue to do scholarly work.

#### 3. Administrative Professional

Administrative professional appointments may be regular, special, or temporary. All administrative professional appointments are at-will.

- A. Regular appointments are used for full time 9 or 12 month appointments, or part time appointments of at least ½ time, with no termination date indicated.
- B. Special appointments may be either 9 or 12 months of at least 1/2 time appointment. This type of appointment is normally used when positions are supported by sponsored programs, or when funds are available only for the duration of the specific assignment.
- C. Temporary appointments are used for full-time and part-time appointments of less than 9 or 12 months and for all part-time appointments of less than one-half time.

#### 4. Joint Academic and Administrative Professional Appointments

A joint Academic and administrative professional appointment may be given to a University administrative professional if the qualifications of that individual are judged to be acceptable by the academic department concerned. The awarding of a joint academic and administrative professional appointment is dependent on the approval of both the academic department and the individual's administrative supervisor. Additionally:

- The academic component of the joint appointment must be less than 50 percent.
- Persons holding such appointment are not eligible for tenure and must be reappointment annually.
- They are eligible for fringe benefits and participation in a retirement program based on the type of their administrative professional appointment.
- The manner in which a person's salary is budgeted is not changed if the academic duties are minimal, otherwise, appropriate budgetary adjustments should be made.

### Maximum Employment

Academic faculty and administrative professionals on 9-month appointments may be employed a maximum of 12 additional working weeks during the summer, exclusive of vacation, per fiscal year. The salary rate used in this determination shall be that of the academic year following the summer term. Academic faculty and administrative professionals with 12-month appointments cannot be employed by the University during their annual leave.

A 9-month employee may be appointed for any combination of nine months during the fiscal year. The off-duty months need not be consecutive. However, the off-duty period should involve entire calendar months if at all possible. The best interest of the department's program should be the determining factor in the decision as to which three months shall be chosen as off-duty.

When dates are other than the established 9 month employment period of August 16 through May 15, the salary must be established on a 12 month basis on the Personnel Action Sheet using a beginning and ending date to reflect the employment period.

Academic faculty and administrative professionals being paid for full-time employment by a unit of the University, or combination of units, cannot be provided additional payment by the University for personal services during the period of full-time employment, except as authorized in the supplemental pay policy or by special action of the Governing Board.

# HUMAN RESOURCE SERVICES MANUAL

## SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

### Work Hours

The responsibilities of academic faculty and administrative professionals are such that it is not appropriate to establish specific work hours for all the work performed.

Academic faculty members and administrative professionals are expected to meet their classes as scheduled, to be available during their scheduled office hours and to observe any other scheduled hours (e.g., examinations, departmental meetings) as may be required. Administrative personnel are expected to observe the hours established for their offices.

Academic faculty and administrative professionals are not eligible for overtime pay.

### Establishing Position

#### 1. Academic Faculty

The establishment of an academic faculty position is a matter of budgetary consideration. Such a position is established after considering full-time equivalent position allotments, the need for a position, and available monies to support the position.

#### 2. Administrative Professional Staff

Before an administrative professional position is announced, discussion with the Director of Human Resource Services is necessary in order to determine compliance with the Colorado State Personnel Act. The Act states that all Colorado employees, unless specifically exempt, must be in the State classified personnel system.

In order for the Director of Human Resource Services to determine whether or not a position is exempt, a job description and other related forms will need to be provided before the anticipated position is announced. This job description will be the primary basis upon which the determination is made whether or not the position may be exempt from the classified personnel system. If determined to be exempt, administrative professional appointment procedures would apply; however, if determined not to be exempt, the position would be filled through the classified personnel system.

### Announcing Position

For all positions, a job description should be developed and the position announced in accordance with the University's affirmative action program. Departments should select the title that most accurately reflects the duties and responsibilities of the position. Titles approved for academic faculty and administrative professional positions are listed in the University compensation plan (see Appendices 5 and 6).

### Selection of Employee

The supervisor or an advisory committee should handle the basic selection process. The individual selected is then recommended through appropriate academic or administrative channels for appointment by the Governing Board or President of the University, as applicable.

To ensure equal employment opportunity, the selection process is in accordance with the University's affirmative action program. See the *Academic Faculty and Administrative Professional Manual* for additional details.

# HUMAN RESOURCE SERVICES MANUAL

## SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

### **Appointment**

Official appointment requires approval of the Governing Board or President of the University, as applicable. Request for appointment is initiated by submission of the personnel action through the HR Personnel/Payroll system.

Appointment for a summer session will also be initiated through the HR Personnel/Payroll system.

Upon employment, each academic faculty and administrative professional shall sign an appointment form and retain one copy. The original signed form must be forwarded to the Human Resource Services Department.

### **Reappointment Process**

All academic faculty members who are on regular appointment and who have not acquired tenure shall be reappointed annually. If the Department Head does not reappoint an untenured faculty member holding a regular appointment, the faculty member shall be informed in writing that the appointment will not be renewed. Such written notice must be given by March 1 during the first year of employment, by December 15 during the second year, and at least twelve months before the expiration of the appointment in succeeding years.

The list of all academic faculty members whose reappointments are recommended will be compiled by the Provost, and then sent to the Office of the President for approval. Following approval, the Director of Human Resource Services will inform each faculty member of the action.

The above procedure only applies to academic faculty members holding regular appointments. Academic faculty members and administrative professionals on special or temporary appointments will need new appointment forms if their period of service extends beyond the original appointment. This is necessary even though the individual's name appears on the staffing pattern for the next fiscal year.

### **Tenure**

Refer to the *Academic Faculty and Administrative Professional Manual* for tenure policies and procedures. For further information, contact the Academic Provost/Vice President's Office.

### **Leave Policies**

Department heads are responsible for maintaining records of sick and annual leave earned and taken for all eligible employees in their departments, for retaining written requests for funeral leaves showing relationship to the deceased and reason for the number of days requested, and retaining copies of court summons which require jury or court leave. Employees will be paid for time on accumulated leave (sick or annual); however, department heads must ensure that a Leave Without Pay personnel action has been submitted through the HR Personnel/Payroll system when the employee has used all leave and has not returned to work. Failure to submit the form on a timely basis could result in overpayment to the individual. In the case of illness, accumulated sick leave will be used first, then accumulated annual leave, and finally leave without pay.

# HUMAN RESOURCE SERVICES MANUAL

## SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

### Leave Policies (Continued)

#### 1. Annual Leave

Scheduling annual leave is a responsibility of department heads. Annual leave should be scheduled to least interfere with effective operations of the offices concerned, but desires of the employee should be considered.

Full-time academic faculty and administrative professionals with regular or special 12-month appointments earn annual leave at the rate of 2 working days per month. Academic faculty and administrative professionals on regular or special 12-month appointments of less than full-time but at least half-time earn annual leave pro-rated by the part-time fraction of their appointment. The accrual is rounded down to the nearest 1/100 of an hour.

Academic faculty and administrative professionals on 9-month appointments do not accumulate annual leave. These employees may be granted time off between semesters on a limited basis throughout the academic year to include the interim term. Determination of this privilege shall be made by the department head concerned.

Annual leave is not earned by employees on temporary appointments.

Annual leave does not accrue during leave without pay or during sabbatical leave. Annual leave earned during periods of paid leave (annual, sick, injury, etc.) is not credited to employees until they return to work.

Days accumulated in excess of a 48 day maximum are forfeited on July 1 of each year.

If a faculty member does not begin work on the first working day of the month or terminates on a day other than the last work day of the month, then the following schedule should be used to determine the annual leave for the initial and/or terminal month of employment:

<u>Number of Days Worked</u>	<u>Amount of Annual Leave Earned</u> (part-time faculty earn a pro-rated amount)
19 - 23 days	2 days
14 - 18 days	1 1/2 days
9 - 13 days	1 day
4 - 8 days	1/2 day
1 - 3 days	None

If an eligible employee is transferred from one department to another within the University, the employee's accrued annual leave shall be transferred to the receiving department.

If a 12-month academic faculty or administrative professional member has accrued annual leave at the time of conversion to a 9-month appointment, the leave shall be taken prior to assuming the 9-month appointment. In specific cases, accrued leave may be taken the academic year following conversion to a 9-month appointment with the approval of the responsible Vice President. Cash payment for accrued leave at time of conversion is not authorized at that time nor subsequently.

Should an eligible employee leave the University after six months of employment, the employee's accrued annual leave is paid up to a maximum of 24 working days. Except in case of death or disability, payment for leave taken immediately prior to termination, or in conjunction with such termination, shall be subject to the 24 day maximum. The amount of such pay is calculated as follows:

$$\frac{\text{Monthly salary rate}}{173 \text{ hours}} \times 8 \text{ hours} = \text{Daily Salary Rate}$$

# HUMAN RESOURCE SERVICES MANUAL

## SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

### Leave Policies (Continued)

Daily Salary Rate	X	Unused days of annual leave (not to exceed 24 days)	=	Annual Leave Termination Payment
-------------------	---	---	---	----------------------------------

Retiring employees are entitled to payment for accumulated annual leave up to 24 working days at the time of termination. All unused annual leave in excess of 24 days is automatically canceled when an employee is officially retired.

Payment for unused annual leave, up to a maximum of 24 days, will be made at the time of death of an active academic faculty or administrative professional member. Payment will be made to the estate of the deceased.

### 2. Sick Leave

Sick leave may be used for treatment of and recovery from illness or injury. Illness includes treatment for alcoholism and drug addiction. Sick leave may be used for medical and dental appointments, including routine exams and check ups. Up to 160 hours of accumulated sick leave may be used per fiscal year for illness or medical treatment of a member of ones immediate family or for whom the individual has responsibility to provide care. In addition, up to 160 hours of sick leave may be used to provide care for a newborn son or daughter or for a child newly placed for adoption or foster care with the employee. In accordance with the Family Medical Leave Policy (FML), the child need not be ill for use of sick leave in this instance. Leave for this purpose may be taken by either male or female academic faculty and administrative professional members.

Academic faculty and administrative professionals with regular or special 9 or 12 month appointments of half-time or greater accrue sick leave from the date of appointment. Temporary academic faculty and administrative professionals on appointments of half-time or greater accrue sick leave after twelve consecutive months of employment for 12 month appointments and after two consecutive semesters for 9 month appointments. Employees working less than 50 percent time are ineligible for sick leave.

Sick leave is earned at the rate of 1.25 days per month while on full-time appointment, including summer session appointments. Regular and special part-time appointments of half-time or greater earn sick leave prorated by the part-time fraction of the appointment, rounded down to the nearest 1/100 of an hour. Temporary part-time appointments of half-time or greater earn 5 hours of sick leave per month. Accrual is cumulative with no maximum.

Sick leave does not accrue during leave without pay nor during sabbatical leave. Sick leave accrued during periods of paid leave (annual, sick, injury, etc.) is not credited to the employee until he/she returns to work.

Sick leave may be used up to the amount accrued at any time after it is earned. A physician's statement is required in cases of extended sick leave absence, or if the department wishes to charge the cost of sick leave in excess of 30 continuous work days to the fringe benefits pool. The use of sick leave may also be part of an absence under the Family Medical Leave Act Policy (see Section 1, General Provisions).

If the beginning date of a faculty member's appointment is not the first working day of the month, or if the termination date is any other than the last working day of the month, then the following schedule should be used to determine sick leave accrual for the first and/or last month of employment:

<u>Number of Days Worked</u>	<u>Amount of Sick Leave Earned</u>
20 - 23 days	1 1/4 days
16 - 19 days	1 day
12 - 15 days	3/4 day
8 - 11 days	1/2 day
4 - 7 days	1/4 day
1 - 3 days	None

# HUMAN RESOURCE SERVICES MANUAL

## SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

### Leave Policies (Continued)

If an eligible employee is transferred from one department to another within the University, the employee's accrued sick leave is transferred to the receiving department.

Academic faculty and administrative professionals who retire with at least 5 years service are entitled to payment for one-fourth of unused sick leave up to a maximum payment of 15 days. Computation of amount due is by the following formula:

$$\frac{\text{Monthly salary rate}}{173 \text{ hours}} \times 8 \text{ hours} = \text{Daily Salary Rate}$$

$$\text{Daily Salary Rate} \times \text{The lesser of .25 X unused days of sick leave or 15 days} = \text{Sick Leave Termination Payment}$$

### 3. Holiday Leave

The State has designated 10 legal holidays per year. However, since many of these holidays conflict with the academic schedule, the State Controller has granted the University authority to establish its own holiday schedule. The University holiday schedule is determined by the Director of Human Resource Services on an annual basis. Additional holidays may be authorized by the President of the University, who may also cancel holidays in the event of conditions which, in his/her opinion, warrant such action. A holiday that falls after an individual's last day of work is not considered a paid holiday if the person is returning, resigning, or going on leave without pay, unless the holiday is the last working day in the month. In such a case, the holiday is considered a paid holiday if the person has worked the last working day before the holiday.

### 4. Military Leave

Upon presentation of proper military orders, an employee who is a member of the National Guard or Military Reserve shall be granted military training leave with pay for the annual encampment or equivalent reserve training period. A maximum of fifteen (15) days in any calendar year shall be granted and shall not be charged as annual leave. Leave shall commence the first working day the employee is absent from his job and terminate the last calendar day in a military training status, as evidenced by copy of military orders.

Regularly employed (not temporary) employees of all branches of the University entering the active service in time of war or other emergency declared by proper authority of the state or the United States, or as a result of being inducted under the provisions of federal selective service laws, will be granted leave without pay with the understanding that absence will not be voluntarily prolonged for more than 90 days beyond the period required by the particular branch of the armed service in which service is performed. Employees who enlist in the Armed Forces of the United States and members of Reserve units who volunteer for active duty shall have such reinstatement rights as are provided by Federal Law 38 U.S.C. & 2024.

### 5. Funeral Leave

Absences occasioned by deaths of relatives of employees may be allowed by department heads with approval by deans, without deduction from annual or sick leave, to the extent deemed appropriate and advisable in view of circumstances, but not in excess of 5 working days. This does not automatically entitle an employee to a full week's absence; this maximum may be granted only if travel to and from distant points is necessary.

Relative is defined as a member of the employee's or spouse's family. Members of the family include wife, husband, children, foster children, parents of employee or spouse, grandparents, grandchildren, sisters and brothers, nephews and nieces, aunts and uncles, brothers-and sisters-in-law, and daughters-and sons-in-law. Allowed absences also may be granted for other family members not included in this listing based on the relationship of the employee to the deceased.

Funeral leave will not be granted for settlement of estates.

## HUMAN RESOURCE SERVICES MANUAL

### SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

#### Leave Policies (Continued)

##### 6. Injury Leave

Full-time academic faculty and administrative professionals on regular or special 9 or 12 month appointments are entitled to a maximum of 90 working days of injury leave with full pay from scheduled work for recuperation from on-the-job accidents or occupational diseases, provided:

- A. The accident or occupational disease is determined to be compensable under Workman's Compensation. Since the individual is receiving full salary, the weekly benefits paid by Workman's Compensation are deposited directly to the University. The 90-day limit is the maximum that can be allowed for any absences resulting from any single accident.
- B. A physician's statement is presented to the respective department by the injured employee stating the specific day(s) of disability due to the accident or occupational disease.

##### 7. Jury/Court Leave

Academic faculty and administrative professionals are granted jury leave with pay for the period they are required to serve. Such leave shall be coordinated with the department head concerned. Compensation received by the individual for time spent performing jury duty on working days shall be turned over to the University Payroll Office, except for mileage and expenses.

On occasions individual employees are obligated to testify as court witnesses on subjects for which they qualify as experts. Employees are permitted leave to serve only when subpoenaed to appear. In testifying as an expert witness, the employee necessarily must make preparation for the case presumably upon his/her own time and therefore is permitted to retain all fees received. In the case of prolonged absence from duty, as in the case of one rendering consultant services, the employee would be placed on leave of absence without salary for the duration of his/her absence.

##### 8. Administrative Leave

Ordinarily leaves of absence are not granted to administrative officers listed under the heading "Administrative Officers and Assistants" in the *Colorado State University General Catalog*, unless the granting of such leave is considered to be in the best interests of the University. Requests for leave for administrative officers, without salary, are considered on their individual merits by the Office of the President of the University and by the Governing Board. When granted, they are known as "administrative leaves."

##### 9. Leave Without Pay

Academic faculty and administrative professionals with regular or special appointment may be granted leave without pay with prior approval by the Governing Board. Requests for such leave are to be sent through channels to the President. Academic faculty and administrative professionals on leave without pay shall not be eligible for advancement in rank during the period of the leave. See the *Academic Faculty and Administrative Professional Benefits and Privileges Handbook* regarding continuation of benefit coverage while on leave without pay.

##### 10. Sabbatical and Other Leaves.

See the *Academic Faculty and Administrative Professional Manual* for details.

#### Termination and Retirement

A personnel action should be submitted through the HR Personnel/Payroll system for each 9-month or 12-month regular, special or temporary appointee who terminates, who retires, or upon death of an employee. It is very important that these documents be fully processed before the last day of work whenever possible to prevent possible pay for days not worked.

In the case of a retirement, the personnel action should be submitted two months prior to the last work day. This will provide Human Resource Services and Payroll with the information necessary to process the retirement.

# HUMAN RESOURCE SERVICES MANUAL

## SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

### Times and Methods of Salary Payments

Standard pay distribution dates for 9-month appointments differ slightly from year-to-year because of the HRS pay computation routine. Specific HRS pay distribution dates will be distributed each year with the staffing materials from the Office of Budgets and Institutional Analysis.

1. Payments to Regular Faculty

Employees on a 12 month appointment receive 1/12 of their annual salary on the last working day of the month.

Employees on a 9 month appointment are appointed for the period August 16 through May 15 of each fiscal year. Ordinarily, 9 month employees receive 1/9 of their salary on the last working day of each month. However, in August and May the total of the two months equal 1/9 of their salary.

Employees on a 9 month appointment may distribute their 9 month salary over 12 months beginning in September provided they submit their request on the appropriate form to the Human Resource Services Department after June 1 and before August 1 (see information and Application of Nine-Month Faculty Member to Receive Salary Payments Over Twelve Months in Section 11: Forms and Related Instructions, Academic Faculty and Administrative Professionals). This arrangement is available only to employees on full-time 9 month appointments that begin in August and end in May.

2. Payments to Summer Session Faculty

Nine-month faculty employed during summer session will be paid at the end of the month in which the work is performed. The amount of salary to be paid is the amount designated on the personnel action submitted through the HR Personnel/Payroll system.

3. Payments for Work of Less Than a Full Year

Employees, usually academic faculty members, employed for one semester of the academic year, receive 1/2 of the annual rate regardless of the exact dates of the semester involved. Also, individuals who hold appointments for the academic year, but resign after one semester, receive 1/2 of the annual rate regardless of the exact dates of the semester involved.

4. Payments for Fractional Months of Newly Hired and Terminating Employees

Employees who work less than a full month will be paid a portion of their monthly rate computed as follows:

1) 12 month Employees

$$\frac{\text{Total actual days worked in the month}}{\text{Total work days in the month}} \times \text{Monthly Salary Rate} = \text{Pay for the month}$$

2) 9 month Faculty

- If termination occurs at the end of a semester, pay for the semester is 1/2 of annual salary.
- If termination occurs during the semester, pay for the last month of work is computed using the formula shown above (12 month employees).

# HUMAN RESOURCE SERVICES MANUAL

## SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

### Supplemental Pay

Except as authorized by this policy and as provided in the *Academic Faculty and Administrative Professional Manual*, the University does not pay compensation beyond the established salary of a member of the academic faculty or administrative professional staff. In every case supplemental payment may only be made for incidental activity that requires effort, both in degree and nature, that is in addition to the effort intended under the individual's appointment.

Activities which may be eligible for supplemental pay include but are not limited to: teaching/preparing courses through the Division of Educational Outreach; lecturing at institutes, conferences, and workshops; providing professional services that are not part of regular duties and expectations, such as translating a document from a foreign language or providing statistical analysis; post differentials or other similar payments associated with foreign assignments, unless part of an appointment contract.

Supplemental pay is not authorized for routine committee work, for faculty class loads when heavier than normal, or for participation in curriculum development other than for educational outreach (continuing and distance education) programs. It will not normally be paid for participation in sponsored research projects. Summer appointments for individuals with less than a 12 month salary do not constitute supplemental pay.

Supplemental pay is processed by using the Authorization for Supplemental Pay form and the Supplemental Pay Approval Form (see guidelines and forms in Section 11: Forms and Related Instructions, General). These forms and the above provisions do not apply to compensation for service during a period when an individual is not under appointment, as in the case of nine-month employees during summer. Compensation for such period should be authorized by a Personnel Action Sheet.

### Data Forms Required

Forms must be promptly submitted to establish the individual on the files of the personnel and payroll system. Data submitted should be kept current to ensure proper reports and pay. Refer to Section 11: Forms and Related Instructions for copies of forms and additional information.

1. Academic Faculty/Administrative Initial Employment Form  
The Academic Faculty/Administrative Professional Initial Employment Form is the appointment document and provides primary data input to the personnel-payroll system. The top section of the Initial Employment Form is to be completed by the new employee, and the bottom section of the form is completed by the department and input into the Personnel/Payroll System for electronic approval as soon as possible after the hiring decision has been made. Changes to existing employees are keyed directly into the Personnel/Payroll System for approval as well.
2. Withholding Exemptions  
Form W-4, Employee's Withholding Exemption Certificate, must be completed to determine the Federal and State income tax to be withheld. If this form is not completed, the Payroll Office is required to withhold tax as if the employee is single with no (or zero) exemptions. A new form must be completed when the number of exemptions change. The employee should contact the Payroll Office to complete the form.

When an employee is working in a state other than Colorado, they must also complete an Out-Of-State Work Location Information Sheet to ensure that the correct state income taxes are withheld.

## HUMAN RESOURCE SERVICES MANUAL

### SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

#### Data Forms Required (Continued)

3. Deductions  
Academic faculty and administrative professionals may authorize payroll deductions for such approved voluntary deductions as U.S. Savings Bonds, credit union, tax sheltered annuities, United Way, etc. Employees should contact the Payroll Section of the Human Resource Services Department for forms and assistance.
4. Retirement Plan Enrollment  
All employees must make application for enrollment in a retirement plan. Employees should contact Human Resource Services Department for forms and assistance.
5. Payment Disposition Action  
The Payment Disposition Action form should be completed to indicate the bank to which an employee's pay will be deposited.
6. Biographical Data  
The University is obligated to collect certain biographical data (gender, ethnic origin, disability status, and veteran status) to meet various state and federal reporting requirements. The top portion of the Initial Employment Form is used to voluntarily collect this information from the employee, and the department is responsible for the input of this information into the HR Personnel/Payroll system. Since providing this information is voluntary on the part of the employee, the University does not penalize anyone for refusing to provide it, and an employee should not be asked to submit information against his will. Additionally, under the Americans with Disabilities Act, employers are required to keep health-related and disability information separate from other employee information. Therefore, if departments want to retain the Data Collection forms for their records, they must be kept separate from the departmental personnel files.
7. Supplemental Pay  
Supplemental pay which is authorized and earned should be reported to the Payroll Office on the Authorization for Supplemental Pay form and the Supplemental Pay Approval Form.
8. Sabbatical Leave  
Upon approval and acceptance of sabbatical leave, the faculty member should complete the form Memorandum of Understanding Between the State Board of Agriculture and Member of the Faculty Regarding Sabbatical Leave.
9. Twelve-Month Pay to Nine-Month Faculty  
Any faculty members employed on a 9-month appointment basis may request distribution of their 9-month salary over 12 months beginning in September by completing the Application of Nine-Month Faculty Member to Receive Salary Over Twelve Months prior to August 1st of the appropriate year. Contact the Human Resource Services Department for forms and information.
10. Faculty/Staff Study Privilege Employee Registration Form  
An eligible half-time or greater academic faculty or administrative professional desiring to register for a University course should complete the Faculty/Staff Registration form and secure appropriate approvals. Forms are available from the Office of Admissions and Records.

## HUMAN RESOURCE SERVICES MANUAL

### SECTION 2: ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONALS

#### Data Forms Required (Continued)

11. Sick and Annual Leave Report  
At the close of each fiscal year, the department head should submit a report covering all department faculty and professional staff indicating the days earned, used and balance for both sick and annual leave (see Section 11 for sample reports).
12. Oath of Allegiance  
New academic faculty and administrative professional members and graduate assistants are required by State law to execute a State Loyalty Oath.
13. Policy on Rights and Responsibilities Related to Creative Works  
All employees must complete a Policy on Rights and Responsibilities Related to Creative Works Form as a condition of employment.
14. Employment Eligibility Verification Form I-9  
The I-9 Form must be completed within three days of commencing work.
15. Statement Concerning Your Employment in a Job Not Covered by Social Security (Form SSA-1945)  
Effective January 1, 2005, all new hires must sign a notice (Form SSA-1945) attesting to the fact that they are aware of a possible reduction in their future Social Security benefit entitlement. Departments should give the required notice to employees prior to the start of employment and forward the original signed Form SSA-1945 to the Human Resources Record's Unit before final approval of the new hire can be made.
16. Faculty Transitional Appointment  
A Faculty Transitional Appointment form must be completed each fiscal year for an employee on transitional appointment.
17. Extended Sick Leave  
The extended sick leave request memo is used to change the cost of excess sick leave (those days over 30) to the fringe benefits pool.