

Contract to Receive 9 Months' Pay Over 12 Months
Nine-Month Faculty & Admin Professional

555 S Howes Street, 2nd Floor
Campus Delivery 6004
(970) 491-MyHR (6947)

I hereby request and authorize that my salary applicable to a nine-month appointment be paid in installments over a twelve-month period beginning in September.

I understand that I will not receive any Academic Year salary for the month of August in the first year of this payment plan.
Employee initial

I agree to the following conditions:

- 1. My agreement to a twelve-month basis of pay will be in effect continuously as long as I continue as a full-time nine-month faculty member at Colorado State University, unless the privilege is withdrawn by the University or unless at my option I provide a written, signed notice of cancellation.

The cancellation notice must reach the Human Resources after June 1 and before August 1, immediately preceding the academic year to which it pertains. The cancellation notice must state that the request to return to the normal nine-month basis of pay beginning in August, for the coming academic year.

I understand that I may not change from a twelve-month basis to a normal nine-month basis between August 1 and the following June 1 of any academic year.

- 2. I understand that the 9/12 pay change will become effective September 20.
3. The basis for my monthly salary payments will be 1/12th of the nine-month salary established for the academic year.
4. I understand that any changes in my nine-month salary rate applicable to a new academic year (exclusive of any pay for summer appointment) will become effective with the September payment.
5. I understand that receipt of installments over a twelve-month period does not affect the status of my appointment which remains on a nine-month basis.
6. In case my services with Colorado State University are terminated at a date other than at the conclusion of the normal nine-month appointment, my settlement pay will be adjusted to the normal nine-month basis as applicable.
7. I understand that if my termination coincides with the ending of the academic year that the remaining balance of my academic year salary will be paid in the form of a lump sum payout less applicable taxes and benefits. Coverage for benefits will be extended through July 31 of that year.

Signed Date

Name Printed CSU ID

Department

Return to: HR Records (Faculty) 6004 Campus Delivery
Recorded by: HR Records HR Payroll
Date