



## 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.

Six (6) 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, senior teaching, special, temporary, and transitional. Only individuals holding regular or regular part-time appointments at the time of consideration are eligible to acquire tenure. Full-time is defined as the academic year or a minimum of nine (9) months. Faculty members who do not have multi-year contracts and are not eligible for tenure are hired "at-will" and are subject to termination by either party at any time.

Academic faculty with regular appointments at the rank of professor, associate professor or assistant professor is eligible for sabbatical leaves.

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

1. Regular Full-Time Appointments - Individuals with a regular appointment who serve satisfactorily for a specified period shall be eligible to acquire tenure (see the [Academic Faculty and Administrative Professional Manual](#)). This appointment is limited to the ranks of assistant professor, associate professor, and professor. There is no specified ending date for a regular full-time appointment with tenure. Regular full-time appointments have full voting rights at departmental and college faculty meetings and are eligible to serve on departmental and college committees.
2. Regular Part-Time Appointments - Regular part-time appointments may be made for any fraction of time less than one hundred (100) percent, but not less than fifty (50) percent of full-time and must satisfy the following:
  - a. 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 and there is no specified ending date for regular part-time appointments with tenure.
  - b. 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. The six (6) year time limit for acquisition of tenure applies to this type of appointment as well as to the regular full-time appointment (see Section E.10.4.c).
  - c. 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.
  - d. Faculty with regular part-time appointments have full voting rights at departmental and college faculty meetings and are eligible to serve on departmental and college committees.

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3. Senior Teaching Appointment – Senior teaching appointments may be either full-time or part-time. Part-time is defined as less than full-time, but at least half-time (0.5). The granting of a senior teaching appointment shall follow the procedures in Section E.11. Faculty on senior teaching appointments have the following distinguishing characteristics:
  - a. Senior teaching appointments are “at-will” and are subject to termination by either party at any time unless the faculty member has a multi-year contract, in which case the terms of the contract shall stipulate its ending date. Upon expiration of the contract, employment as a senior teaching appointment faculty member reverts to an “at-will” appointment, unless the contract is renewed.
  - b. There is no specified ending date for a senior teaching appointment.
  - c. Faculty members on a senior teaching appointment shall have effort distributions with at least fifty (50) percent of the effort being in the category of teaching and advising and at least five (5) percent of the effort being in the category of service.
  - d. Faculty members on senior teaching appointments shall participate in annual reviews and the annual salary exercise.
  - e. Faculty members on senior teaching appointments are not eligible for tenure (see Section E.10.4).
  - f. Department and college codes shall specify the voting rights of faculty members with senior teaching appointments. The standard expectation is that faculty members on senior teaching appointments shall be included fully, except with regard to personnel matters involving regular faculty members, including the department chair.
  - g. If a tenured faculty member changes positions to a senior teaching appointment, tenure must be relinquished and retire from the University. Emeritus/emerita status, must be applied for prior to relinquishing tenure status and retirement.
4. 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:
  - a. Special appointments are "at will" and are subject to termination by either party at any time unless the faculty member has a multi-year contract for research or teaching, in which case the terms of the contract shall stipulate its ending date. Upon the expiration date of the contract, the multi-year contract may be renewed by written agreement of both parties. If it is not renewed, one of the following outcomes occurs: 1) For special appointment faculty who were originally at-will and entered into a multi-year contract, employment as a special appointment faculty member reverts to at-will. 2) For special appointment faculty who were originally hired with a multi-year contract, the appointment may be converted to an at-will appointment upon agreement of both parties. Otherwise, employment is terminated upon the expiration date of the contract.
  - b. Unless the faculty member has a multi-year contract, special appointments need not carry specified ending dates, but an ending date indicating the point in the future when the funding and/or appointment is expected to terminate should be included. In that situation, the inclusion of a specified ending date on an appointment form or other such documentation is for administrative convenience only and does not create a minimum or fixed duration of appointment.
  - c. Faculty members on special appointment are not eligible for tenure.
  - d. The effort distributions of faculty members on special appointments shall be specified in the appointment letter while the effort distribution in the case of special appointments may include all three (3) areas of teaching, research, and service, often it is focused in one (1) area, such as teaching or research.
  - e. Multi-year contracts for research may be offered only for research performed for the University. The unit or department must document that the multi-year contract or extension is necessary for the hiring or retaining of the faculty member.



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- f. If a tenured faculty member changes positions to a special appointment involving a multi-year contract, tenure must be relinquished and University retirement occurs.
5. Temporary Appointments - Temporary appointments may be either full-time or part-time and are distinguished from other types of appointments by the expectation that the appointment is for a specified period of time, at the end of which, it is anticipated that employment at the University will not be renewed in the foreseeable future. Part-time is defined as any fraction less than one hundred (100) percent of full-time.
  - a. Temporary appointments are “at will” and are subject to termination by either party at any time. Temporary appointments need not carry specified ending dates, but an ending date indicating the point in the future when the funding and/or appointment is expected to terminate should be included when known. The inclusion of a specified ending date on an appointment form or other such documentation is for administrative convenience only and does not create a minimum or fixed duration of appointment.
  - b. Temporary appointees are not eligible for tenure.
6. Transitional Appointments – The University provides the opportunity for transitional appointment to its tenured faculty members who have retired and terminated employment in consideration of a subsequent reappointment on a part-time tenured basis for a limited period of time. The transitional appointment requires that the faculty member participate in the teaching, advising, service, and research activities of the department, subject to the part-time provisions of the appointment. Administrators who also hold a tenured faculty appointment are eligible to request a transitional appointment within the context of their faculty roles. Administrative professionals and non-tenured faculty members are not eligible for transitional appointments.

Faculty members covered under the federal retirement system are not eligible for transitional appointments due to prohibitive provisions of that retirement system.

Only tenured regular full-time faculty appointments that are eligible for retirement under the University’s definition of retirement have this opportunity. The University’s definition of retirement is specific to each retirement plan, DCP or PERA.

- a. Transitional appointments are for a specified term of at least one year and no more than four years, and conclude with full retirement. A request for transitional appointment should be submitted in writing to the department head one (1) full academic year before the requested commencement date. Terms of the transitional appointment shall be mutually acceptable to both the faculty member and the University.
- b. The salary and workload for a transitional appointment shall normally be fifty (50) percent of what they were at the time of retirement. The percentage of salary and the percentage of effort during the transitional appointment are subject to negotiation between the department and the faculty member and shall be spelled out in the transitional agreement. However, when it is to the benefit of both the University and the faculty member, variations from this fifty (50) percent standard, including brief periods of full-time employment, may be proposed by the department head and the dean for Provost review.
- c. 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 or for working during the first month after retirement. Transitional faculty receiving PERA annuity should determine directly with PERA what effects, if any, a transitional appointment may have on their PERA annuity amounts.

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- d. A tenured faculty member retains tenure during the transitional period.
- e. 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.
- f. Faculty members on transitional appointments will participate in the University's Defined Contribution Plan for Retirement (DCP), are eligible for all benefits, and receive the University's insurance contribution on the same basis as other faculty on regular appointments. An individual interested in a transitional appointment should contact the Human Resources Department to determine the specific conditions for his/her situation especially if a PERA retiree. For any DCP participant who is a PERA "retiree" (as defined by Article 51 of Title 24 of the Colorado Revised statutes) as of the date of employment or reemployment or becomes a PERA "retiree" at any time thereafter, the employer DCP contribution will be reduced by any amount CSU is required to contribute to PERA with respect to the employee.

### 2. Other Kinds of Academic Faculty Appointments

1. 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.
2. 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.

3. 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.

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Additional characteristics of affiliate faculty appointments are the following:

- a. 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.
  - b. Affiliate appointments are processed in the same manner as regular faculty appointments.
  - c. An individual may not be appointed a faculty affiliate in more than one academic department except with the approval of the Academic Vice President.
4. 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, but they are not eligible for faculty fringe benefits or the study privilege. They are, however, required to contribute to a retirement plan at the date of initial appointment in lieu of Social Security.

5. 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.

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.

1. 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.
2. Special appointments may be either 9 or 12 months of at least half-time appointment. Appointments with a specified end date, for positions supported by sponsored programs or when funds are available only for a specified duration.
3. 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.

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### 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:

1. The academic component of the joint appointment must be less than 50 percent.
2. Persons holding such appointment are not eligible for tenure and must be reappointment annually.
  - a. They are eligible for fringe benefits and participation in a retirement program based on the type of their Administrative Professional appointment.
  - b. 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.

### **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 are not eligible for overtime pay.



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## **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 Executive Director and Chief Human Resource Officer of the Human Resource Department 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 Executive Director and Chief Human Resource Officer of the Human Resource Department 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 (refer to [Appendix 3 of the Human Resources Manual](#)).

## **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.

## **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 Resources Department.

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### Reappointment Process

All Academic Faculty members who are on regular appointment and who have not acquired tenure shall be re-appointed 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 Executive Director and Chief Human Resource Officer of the Human Resources Department 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.

#### 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 faculty members on twelve (12) month regular, special, or senior teaching appointments and administrative professionals on regular or special twelve (12) month appointments earn annual leave at the rate of two (2) days per month.

Faculty members on twelve (12) month regular, special, or senior teaching appointments, and administrative professionals on regular or special twelve (12) month appointments of less than full-time but at least half-time (0.5) earn annual leave prorated by the part time fraction of their appointment. The accrual is rounded to the nearest 1/100 of an hour.

Employees who begin work after the first of a month or who terminate before the end of a month earn annual leave on a prorated basis as described in Section 2 of this Manual.



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Faculty members and administrative professionals on nine (9) month appointments do not accrue annual leave. These individuals may, however, be granted leave on a limited basis throughout the academic year to include the interim term between semesters. Determination of this privilege shall be made by the department head.

No annual leave is earned by employees working less than half-time (0.5), employed on an hourly basis, or on temporary appointments. Postdoctoral fellows and graduate assistants are considered temporary employees.

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

If an employee with accrued annual leave changes to an employment status that is less than halftime (0.5), without a break in service, the employee shall retain his or her accrued annual leave and the ability to use this annual leave for a period of one (1) year, provided he or she remains employed by the University. If the employee changes to a status that is again eligible to earn annual leave within the one (1) year period and without having his or her employment with the University terminated, then the accrued annual leave shall continue to be available for use by the employee.

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:

Number of Days Worked	Number of Annual Leave Days Earned
19 – 23	2
14 – 18	1 ½
9 – 13	1
4 – 8	½
1 – 3	None
(Part-time faculty earn a <i>pro-rated</i> amount of leave)	

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.

When an Academic Faculty member or Administrative Professional who has been an employee of the University for at least six (6) months ceases to be employed by the University, he or she shall be paid for his or her accrued annual leave up to the maximum number of days specified below and in accordance with the formulas given below. In the case of the death of an employee, the payment shall be made to the estate of the deceased.

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In the case of death, the maximum number of days for payment of accrued annual leave is twenty-four (24). For all other types of separation, including, but not limited to, retirement, resignation, and termination, the maximum number of days is twenty-four (24) minus the number of days of annual leave taken during the thirty (30) working days immediately prior to the date of separation from employment.

The computation of the annual leave termination payment is made using the following formulas:

$$\begin{array}{l} \text{Monthly Salary Rate} \\ 173 \text{ Hours} \end{array} \times 8 \text{ hours} = \text{Daily Salary Rate}$$

$$\text{Daily Salary Rate} \times \begin{array}{l} \text{Unused Days of Annual Leave} \\ \text{(not to exceed 24)} \end{array} = \text{Annual Leave Termination Payment}$$

## 2. Sick Leave

**Sick Leave Accrual** - One (1) day of sick leave is considered to be eight (8) hours of sick leave. The accrual of sick leave is rounded to the nearest 1/100 of an hour. No sick leave is earned by employees working less than half-time (0.5) or employed on an hourly basis. Graduate assistants do not earn sick leave.

If an employee with accrued sick leave changes to an employment status that is less than half-time (0.5), without a break in service, the employee shall retain his or her accrued sick leave and the ability to use this sick leave for a period of one (1) year, provided he or she remains employed by the University. If the employee changes to a status that is again eligible to earn sick leave within the one (1) year period and without having his or her employment with the University terminated, then the accrued sick leave shall continue to be available for use by the employee. No sick leave is earned during the period in which the appointment is less than half-time.

Full-time faculty members and administrative professionals on twelve (12) month appointments earn one and one-quarter (1.25) days of sick leave per month, cumulative with no maximum. Employees who begin work after the first of a month or who terminate before the end of a month earn sick leave on a prorated basis as described in Section 2 of the Human Resources Manual.

Full-time faculty members and administrative professionals on nine (9) month appointments earn one and one-quarter (1.25) days of sick leave per month, cumulative with no maximum. Full-time nine (9) month faculty members and administrative professionals who accept summer session appointments accumulate sick leave at the rate of one and one-quarter days (1.25) per month while on such appointment. Faculty members and administrative professionals appointed less than full-time, but at least half-time (0.5) earn sick leave prorated by the part time fraction of their appointment.

At the time of initial employment, the employee shall receive an amount of sick leave equal to that which they are expected to earn during their first year of employment (as described above). This initial year of sick leave is an “advance” and is granted in lieu of monthly sick leave accruals during the first year of benefits eligible employment. 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 or she returns to work.

Post-doctoral fellows, veterinary interns, and clinical psychology interns on full-time nine (9) months or twelve (12) month appointments earn one and one-quarter (1.25) days of sick leave per month. Post-doctoral fellows, veterinary interns, and clinical psychology interns with appointments of less than full-time, but at least half-time (0.5), earn sick leave each fiscal year prorated by the part time fraction of their appointment. Sick leave accrues and expires each fiscal year.

At the time of initial appointment, and at the beginning of each subsequent fiscal year, post-doctoral fellows, veterinary interns, and clinical psychology interns shall receive an amount of sick leave equal to that which they are expected to earn during a fiscal year (as described above). Unused sick leave does not carry forward into the next fiscal year.

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**Use of Sick Leave** - A faculty members or administrative professional may use accrued sick leave for treatment of and convalescence from his or her own illness or injury. Illness includes treatment for alcoholism and drug addiction. In cases of extended sick leave absence as defined in the Human Resources Manual, the faculty member or administrative professional will be required to furnish a physician's statement establishing the need for and duration of absence from work. Sick leave may be used for medical and dental appointments, including routine exams and checkups.

A faculty member or administrative professional may use up to four hundred eighty (480) hours per fiscal year of his or her accrued sick leave for the following purposes:

- a. Illness or medical treatment of his or her spouse, domestic partner, civil union partner, parent, or child (as those terms are defined in Appendix 3) or an individual for whom the employee has responsibility to provide care. In addition, an employee will be presumed to have a responsibility to provide care for a serious medical condition of the employee's adult child, sibling, grandparent, or in-law (sibling, parent or grandparent of the employee's spouse, domestic partner or civil union partner) if the employee submits a request for leave stating that the leave is necessary for such reasons.
- b. To provide care for a newborn son or daughter or for a child newly placed for adoption with the employee, in accordance with the Parental Leave and Catastrophic Circumstances Leave Policy and in accordance with the Family Medical Leave Policy (FML). The child need not be ill for use of sick leave in this instance.

In the case of death of an employee who is eligible for retirement from the University, this payment shall be made to the estate of the deceased. A lump sum payment for unused sick leave at retirement or death is not subject to a Public Employees' Retirement Association (PERA) contribution or an employee's DCP contribution, but it may be subject to applicable taxes.

Sick leave may be used up to the amount accrued at any time after it is earned. The use of sick leave may also be part of an absence under the Family Medical Leave Act Policy. A physician's statement is required in cases of extended sick leave absence. When an employee's sick leave usage due to the continuation of a serious health condition defined under Family Medical Leave (FML) exceeds 30 work days per fiscal year (July 1 – June 30), the cost of the excess sick leave (those days that exceed 30) may be charged to the fringe benefits pool (refer to [Section 1 of the Human Resources Manual](#)).

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:

Number of <u>Days</u> Worked	Number of Sick Leave <u>Days</u> Earned
20 - 23	1 ¼
16 - 19	1
12 - 15	¾
8 - 11	½
4 - 7	¼
1 - 3	None

If an eligible employee is transferred from one (1) department to another within the University, the employee's accrued sick leave shall follow the employee to the receiving department.

Upon retirement from the University after at least five (5) years of service, employees are paid for one-fourth (1/4) of unused sick leave up to a maximum of fifteen (15) days according to the following formulas:  
(Monthly Salary Rate/173 Hours) X 8 Hours = Daily Salary Rate X [the lesser of fifteen (15) days or 0.25 X unused days of sick leave] = sick leave upon retirement according to the following formula:

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$$\begin{array}{l} \text{Monthly Salary Rate} \\ \times 8 \text{ hours} = \text{Daily Salary Rate} \\ 173 \text{ Hours} \end{array}$$

$$\text{Daily Salary Rate} \times \text{The Lesser of } \frac{1}{4} \text{ Unused Sick Leave Days or } 15 \text{ days} = \text{Sick Leave Termination Payment}$$

### 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 Executive Director and Chief Human Resource Officer of the Human Resource Department 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

**Annual Military Leave** – Colorado statutes provide for attendance of state employees at annual military encampments within specified criteria. 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.

**Extended Active Duty** - 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.

### 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:

1. The accident or occupational disease is determined to be compensable under Workers' Compensation. Since the individual is receiving full salary, the weekly benefits paid by Workers' 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.
2. 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. Parental Leave (updated July 1, 2016)

CSU recognizes the importance of supporting its employees with leave benefits that help them maintain work-life integration. Providing leave to new parents in order to allow them to care for and bond with their children is an important part of the university's desire to support its employees and our community. Parental leave provides three weeks of time for purposes of bonding with and caring for the child, independent of any other kind of leave for which the parent may be entitled (such as sick leave, annual leave, or STD).

Parental leave does not change STD benefits in any way. It is intended to ensure adequate time off for employees who become new Parents, and to provide compensation, in most circumstances, when combined with other accrued leave benefits, for at least 9 weeks of the birth mother's 12-week Family Medical Leave (FML) period (typically 6 weeks of STD eligibility plus 3 weeks of parental leave).<sup>4</sup>

*Effective July 1, 2016, for adoptive parents, an employee who is the primary caregiver is also eligible for 12 weeks of FML and a minimum of 9 weeks of paid leave, typically a combination of Parental Leave, sick leave and annual leave. If sick leave and annual leave are not sufficient to cover 6 weeks of leave, Special Leave will be granted with pay. Caregiver in this situation means the one parent who has primary responsibility for the care of a child immediately following the coming of the child into the custody, care and control of the parent for the first time. A non-birth parent or an adoptive parent who is not the primary caregiver is eligible for 3 weeks of Parental Leave and any accrued sick and annual leave.*

Parental leave provides for the transfer of funds from the fringe pool to the employee's home department for up to 12 weeks of salary paid for leave usage (sick leave, annual leave, parental leave) when reported by the department as having been taken by the birth mother.

In uncommon cases where the birth mother has little or no accrued sick or annual leave to use during the STD elimination period of 10 continuous working days, this policy may not provide compensation for that portion of the employee's absence from work, but departments may, in the department head's discretion, allow Special Leave to be taken with pay in accordance with Academic Faculty and Administrative Professional Manual (AFAPM) section F.3.14.

#### 1. Parental Leave Eligibility

Academic Faculty, Administrative Professionals, Post doctoral Fellows, Veterinary Interns and Clinical Psychology Interns with an appointment of at least half-time (50%) or greater who are benefits eligible and who satisfy the eligibility requirements for short term disability (STD) are eligible for parental leave. (For eligibility requirements, see the STD benefit program rules in the CSU Cost Share Faculty and Administrative Professional Privileges and Benefits Summary Plan (SPD) booklet. A Parent need not be found medically incapacitated for purposes of using parental leave, but must still meet STD benefits program eligibility requirements).

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An employee is not an Eligible Employee during any period in which the employee is not in regular, paid employment status (for example, during a sabbatical or other such absence), and parental leave is not applicable to 9-month appointees during summer session appointments.

An eligible “parent” means an eligible employee who is the birth mother or non-birth parent of a child, including the child’s mother or father, or the spouse, domestic partner or civil union partner of either, at the time that the leave period commences (and for as long as the leave is eligible to continue). An employee becomes a parent of a child for purposes of this policy at the time of the child’s birth or placement for adoption. Foster care placement is not included within this definition.

An employee becomes eligible for parental leave upon becoming a parent. Parental leave is not available during the period preceding the birth or placement for adoption, even if absences are due to the expected arrival. Employees may use other types of accrued leave (such as Sick or Annual leave), as applicable, for absences during such periods. Only one parental leave benefit per employee is available per birth or adoption. The number of children born or adopted (e.g., twins) does not increase the amount of the parental leave benefit. (If both parents are employees, each is entitled to use his or her parental leave benefit for the same event).

### 2. Parental Leave Benefit

Parental leave consists of 3 work weeks of paid time off, to be used for the purposes of caring for and bonding with the child. Parental leave may be taken anytime within the first year after delivery/placement. It runs concurrently with (is considered part of) FML for the birth or adoption, if the parent has remaining FML entitlement available. FML provides job protection for an employee for up to 12 weeks of leave for qualifying events. (See AFAPM Appendix 3 for details on FML.)

After exhausting all accrued sick and annual leave, an employee who is the birth mother of the child and who is medically incapacitated following labor and delivery may be eligible for STD benefits. If the employee is eligible for STD due to medical incapacity, parental leave shall not commence until after STD benefits are exhausted. After exhausting STD benefits, the birth mother then becomes entitled to parental leave, regardless of whether or not she has FML eligibility at that time. (If she does have FML eligibility, then parental leave taken counts as part of the FML period). For the non-birth Parent, STD does not apply, which allows parental leave to commence at any time within one year after the birth or adoption, and exhaustion of other types of leave is not required.

Once taken, parental leave must be used in a contiguous block (not split into intermittent days off). Prior notice of the intent to take parental leave is required at least 30 days in advance (unless such notice is impossible, in which case, then as soon as possible). Your supervisor is responsible for timely Oracle reporting of parental leave in accordance with the Leave Reporting Policy.

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**Parental Leave Scenarios** - The following scenarios illustrate how parental leave is applied:

Scenario #1			
Birth Parent – An employee who is the <i>birth mother</i> of a child.			
Duration	Parental Leave Benefit (Less than 2 weeks accrued leave)	Parental Leave Benefit (More than 2 weeks accrued leave)	Pay
<b>Family Medical Leave (FML) runs concurrently with <u>all</u> types of leave and must be recorded as FML</b>			
<b>FML &amp; Short Term Disability (STD)</b>			
Weeks 1-2	<ul style="list-style-type: none"> <li>FML</li> <li>Elimination period for STD (10 continuous days) (Sick or Annual Leave)</li> </ul>	<ul style="list-style-type: none"> <li>FML</li> <li>Accrued leave (Sick and/or Annual)</li> </ul>	100%
Normal childbirth Weeks 3-6 Caesarean childbirth Weeks 3-8	<ul style="list-style-type: none"> <li>FML</li> <li>STD (Normal childbirth typically constitutes a medical incapacity for 6 weeks; caesarean childbirth 8 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>FML</li> <li>Accrued leave (Sick and/or Annual)</li> <li>STD (If less than 6 weeks or 8 weeks total accrued leave, STD benefits will provide income replacement upon <u>exhaustion</u> of accrued leave.)</li> </ul>	100%
<b>FML &amp; Parental Leave</b>			
Normal childbirth Weeks 7-9 Caesarean childbirth Weeks 9-11	<ul style="list-style-type: none"> <li>FML</li> <li>Paid Parental Leave (3 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>FML</li> <li>Paid Parental Leave (3 weeks)</li> </ul>	100%
<b>FML (remainder up to 12 weeks)</b>			
Normal childbirth Weeks 10-12 Caesarean childbirth Week 12	<ul style="list-style-type: none"> <li>FML</li> <li>Leave without Pay (LWOP)</li> </ul>	<ul style="list-style-type: none"> <li>FML</li> <li>Accrued leave (Sick and/or Annual) or LWOP</li> </ul>	100% or Unpaid

  

Scenario #2		
Non-Birth Parent – An employee who is a child’s father or non-birth mother, or the spouse or domestic partner of either at the time that the leave period commences (and for as long as the leave continues).		
Duration	FML & Parental Leave	Pay
<b>Family Medical Leave (FML) runs concurrently with <u>all</u> types of leave and must be recorded as FML</b>		
Weeks 1-3	<ul style="list-style-type: none"> <li>FML</li> <li>Parental Leave (3 weeks)</li> </ul>	100%
Weeks 4-12	<ul style="list-style-type: none"> <li>FML</li> <li>Accrued leave (Sick and/or Annual) or LWOP</li> </ul>	100% or Unpaid

Note: The Parental Leave Policy may be reviewed at <http://policies.colostate.edu/>.

### 3. Parental Leave and FML

The university’s FML policy provides for up to 12 weeks of time off for an employee following the birth or adoption of a child. This is not a separate paid leave benefit, and any portion of the FML time off that is paid must be covered by the appropriate type of available leave (sick leave, annual leave, STD, parental leave) for which the employee is eligible, as applicable. Any time off requested in excess of the total 12 week FML period may be granted at the discretion of the department head (or department head’s authorized designee). If allowed, it may be taken as annual leave, if available, or unpaid.

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## 4. Parental Leave Application

Parental leave is paid at the employee’s regular salary as of the day that leave commences and is taxable at the employee’s normal tax rate. A Parental Leave Application must be timely completed by the department within one month following the return to work date to receive funding from the fringe pool. Effective July 1, 2015, parental leave also provides for the transfer of funds from the fringe pool to the employee’s home department for up to 12 weeks of salary paid for leave usage (sick leave, annual leave, parental leave) when reported by the department as having been taken by the new parent. The application is available on the Human Resources website at [www.hrs.colostate.edu](http://www.hrs.colostate.edu). The department will certify on the application that the policy requirements have been satisfied and request the reallocation of labor distribution to the department’s budget from the fringe pool.

For the birth mother’s time off, the department will be reimbursed for the total cost of the combined sick leave, annual leave, and parental leave actually taken and paid from the departmental budget, for up to a total of 12 weeks paid time off (inclusive of up to 3 work weeks of paid parental leave), provided that the leaves were timely and appropriately reported and included on the Parental Leave application. This does not include the direct cost of replacement services (for example, hiring a temporary employee to fill in during the birth mother’s absence), since the department will have been made whole (up to 12 weeks) for the salary replacement cost of the birth mother’s leave.

Parental leave that was earned but not used is not eligible for payment upon separation or retirement under AFAPM section F.3.2.3.

Fringe Pool Reimbursement	
Birth Mother	Non-Tenure Track Faculty
up to <b>12 weeks</b> • Sick and annual leave • Special leave (effective 7/1/16) • Parental leave	up to <b>16 weeks</b> for the birth mother • Sick and annual leave • Parental leave • Plus an additional 5 (or 7) weeks of teaching relief (effective 7/1/16)
Adoptive Parent (Primary Caregiver)	Non-Birth Parent or Adoptive Parent (Non-Primary Caregiver)
up to <b>9 weeks</b> (effective 7/1/16) • Sick and annual leave • Parental leave	up to <b>3 weeks</b> • Parental leave

## 8. 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 Payroll Unit, 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.

## 9. Administrative Leave

Ordinary 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.



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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.”

### 10. Leave Without Pay

A faculty member on a regular, special or senior teaching appointment or administrative professional on a regular or special appointment may be granted leave without pay with approval by the Board. A request for such leave must be sent through channels to the President. See the Faculty and Admin Pro Privileges and Benefits Summary Plan (SPD) booklet regarding continuation of benefit coverage while on leave without pay.

An administrative professional on a temporary appointment may be granted leave without pay only as required under the Family Medical Leave Policy.

### 11. 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 Resources with the information necessary to process the retirement.

### **Times and Methods of Salary Payments**

Standard pay distribution dates for 9-month appointments differ slightly from year-to-year because of the HR pay computation routine. Specific HR 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 Department after June 1 and before August 1. 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.

# Section 2: Academic Faculty and Administrative Professionals

### 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

$$\frac{\text{Total Actual Days Worked in the Month}}{\text{Total Work Days}} \times \text{Monthly Salary Rate} = \text{Pay for the Month}$$

#### 2. 9-Month Faculty

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

### **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. 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.

# Section 2: Academic Faculty and Administrative Professionals

## 1. Academic Faculty/Administrative Professional Biographical and Appointment Data Collection Forms

The Academic Faculty/Administrative Professional Biographical and Appointment Data Collection Forms are the appointment documents that provide primary data for input to the personnel-payroll system. The Biographical Data form is to be completed by the new employee, and the Appointment Data Collection 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.

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. 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. Once information has been entered and verified for accuracy, the department should destroy and discard the form.

## 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 Unit is required to withhold tax as if the employee is single with no (or zero) exemptions. A new form must be completed when the numbers of exemptions change. The employee should contact the Payroll Unit 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.

## 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 Department for forms and assistance.

## 4. Retirement Plan Enrollment

All employees must make application for enrollment in a retirement plan in lieu of Social Security contributions. Employees should contact Human Resources 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. Supplemental Pay

Supplemental pay which is authorized and earned should be reported to the Payroll Unit on the Authorization for Supplemental Pay form and the Supplemental Pay Approval Form.

## 7. 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.

## 8. 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 Resources Department for forms and information.

## Section 2: Academic Faculty and Administrative Professionals

9. 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 (excluding non-credit Division of Continuing Education (“DCD”) courses) under the University’s Study Privilege Program should complete the Study Privilege Request Form and secure appropriate approvals. The form is available from the [Human Resources website](#). When appropriate approvals have been obtained, the form is submitted to the Human Resources Benefits Unit. Additional program features are located in the Faculty and Admin Pro Privileges and Benefits Summary Plan (SPD) booklet available on the HR website.

10. 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.

11. Oath of Allegiance

New Academic Faculty and Administrative Professional members and graduate assistants are required by State law to execute a State Loyalty Oath and it is to be notarized prior to sending to Human Resources.

12. 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.

13. Employment Eligibility Verification Form I-9

The I-9 Form must be completed within three days of commencing work.

14. 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.

15. Faculty Transitional Appointment

A Faculty Transitional Appointment form must be completed each fiscal year for an employee on transitional appointment.

16. Extended Sick Leave

The Extended Sick Leave Request form is used to charge the cost of excess sick leave to the fringe benefits pool. When an employee’s sick leave usage due to the continuation of a serious health condition defined under Family Medical Leave (FML) exceeds 30 work days per fiscal year (July 1 – June 30), the cost of the excess sick leave (those days that exceed 30) may be charged to the fringe benefits pool. FML notices and designation requirements must be met in order to qualify for eligibility.