

9 and 10 Month Assignment Options

The University has established a variety of new employee class codes that offer a wider range of flexibility in position management and staffing decisions. Historically, the use of 9 and 10 month position assignments had been limited to faculty positions. We now have the option to utilize 9 or 10 month position assignments for administrative (AMP) and support staff (SP) positions as well.

You have the option to establish a new 9 or 10 month position, or change a currently vacant 12 month position to either 9 or 10 months based on your operational needs. If you are considering changing a currently filled 12 month position to 9 or 10 months, unless the affected employee voluntarily accepts the change, the employee should be provided a formal notice advising that their 12 month position will become a 9 or 10 month assignment. In such cases, university's practice is to provide the employee with a formal notice at least 30 days in advance of the change. For any such involuntary assignment changes, please contact Robin Kabat in the Human Resources Department at 7-3072 for guidance.

In all cases, please keep in mind that in order to avoid a break in service that would disrupt an employee's retirement system service or insurance benefits ([See Benefit Impact Information](#)), **9 or 10 month position assignments must follow an established university academic calendar.** The traditional academic calendars change annually and may be found on the Provosts web site under the [Faculty Appointment Calendar heading](#) and are available for university-wide applicability. In order to provide additional flexibility, and to further facilitate the application of these new 9 and 10 month assignments to the operational needs of the university, the following additional academic calendars have been established which provide for the scheduled time-off to be during the winter. These academic calendars will be tied to pay periods and will be adjusted annually.

9 Month (39 weeks, or 19.5 bi-weeklies): February 2, 2013 - November 1, 2013

10 Month (43 weeks, or 21.5 bi-weeklies): January 19, 2013 - November 15, 2013

For additional information on the effective date options available for AMP and SP assignments for 9 and 10 month positions, please see [Effective Date Options](#).

Following is a summary of the available Faculty, AMP and SP employee classifications:

Faculty Classifications:

<u>ECLS Code</u>	<u>Class Code Description</u>
0A	12 month Faculty/AMP In-Unit - with leave accrual
1A	10 month Faculty/AMP In-Unit - with leave accrual
2A	9 month Faculty/AMP In-Unit - with leave accrual
0E	10 month Faculty In-Unit – no leave accrual
0B	9 month Faculty In-Unit – no leave accrual
0C	12 month Faculty Out of Unit – with leave accrual
2C	10 month Faculty Out of Unit - with leave accrual
4C	9 month Faculty Out of Unit – with leave accrual
1C	10 month Faculty Out of Unit – no leave accrual
3C	9 month Faculty Out of Unit – no leave accrual

AMP Classifications:

<u>ECLS Code</u>	<u>Class Code Description</u>
0T	12 month AMP/Executive Service – with leave accrual
0D	12 month AMP – with leave accrual
0V	10 month AMP – with leave accrual
1V	9 month AMP – with leave accrual

SP Classifications:

<u>ECLS Code</u>	<u>Class Code Description</u>
0K	12 month Law Enforcement Officer, In-Unit, with leave accrual
0H	12 month SP – with leave accrual
1H	10 month SP – with leave accrual
2H	9 month SP – with leave accrual

If you have any questions regarding the new employee class codes, please contact Deb Brooks in the Human Resources Department at 7-2401.