

9/10 Month Appointment Effective Date Options for AMP and SP positions

- 1) Appointments effective at the beginning of an academic calendar which has the off duty months during the **Summer**:
 - Insurance premiums will be Double Deducted from the employee's pay checks from February into May sufficient to cover 12 months of coverage during the first year of the appointment.
 - Employees may not participate in Deferred Pay during their first academic calendar year of employment, and will be in a non-paid status during the off duty months of their first year.
 - Beginning with the second academic calendar year of employment, employees may participate in Deferred Pay which includes benefit deductions over 12 months.

- 2) Appointments effective at the beginning of an academic calendar with the off duty months during the **Winter**:
 - The insurance premium Double Deduct program is not available, employees must pay insurance premiums at the regular employee rate by personal check for coverage during the off duty months.
 - Employees may not participate in Deferred Pay during their first academic calendar year of employment, and will be in a non-paid status during the off duty months of their first year.
 - Beginning with the second academic calendar year of employment, employees may participate in Deferred Pay which includes benefit deductions over 12 months.

- 3) Appointments effective at some point during an academic calendar
 - A) If appointed a minimum of eight (8) consecutive months prior to the off duty portion of the academic calendar:
 - a. The employee will be entitled to receive the state's contribution for the health insurance coverage during the off duty months of the academic calendar (DMS Rule 60P-2.009).
 - b. The insurance premium Double Deduct program will apply to academic calendars with off duty months during the Summer only. Employees on an academic calendars with off duty months during

the Winter must pay insurance premiums at the regular employee rate by personal check for coverage during the off duty months.

- c. Employees may not participate in Deferred Pay during their first academic calendar year of employment, and will be in a non-paid status during the off duty months of their first year.
- d. Beginning with the second academic calendar year of employment, employees may participate in Deferred Pay which includes benefit deductions over 12 months.

B) If appointed less than eight (8) consecutive months prior to the off duty portion of the academic calendar:

- a. The employee will be responsible for the full cost of the insurance premium (no employer contribution), and will not receive FRS service credit, during the off duty months of the academic calendar. (DMS Rule 60P-2.009).
- b. Employees may not participate in Deferred Pay during their first academic calendar year of employment, and will be in a non-paid status during the off duty months of their first year.
- c. Beginning with the second academic calendar year of employment, employees may participate in Deferred Pay which includes benefit deductions over 12 months.

Based on these impacts, the following appointment options are available:

- 1) Make new hire and reassignment appointments to 9 or 10 month positions effective at the beginning of the applicable academic calendar.
- 2) If a position must be filled at a time other than the beginning of the applicable academic calendar;
 - a. **Option 1:** If the appointment is effective at least 8 consecutive months prior to the off duty months of the academic calendar, appoint directly to the 9 or 10 month position
 - b. **Option 2:** If the appointment is effective less than 8 consecutive months prior to the off duty months of the academic calendar, initially appoint the employee into a 12 month position and change the appointment to a 9 or 10 month assignment effective at the start of the next applicable academic calendar.
 - c. **Option 3:** If the appointment is made directly to the 9 or 10 month position and is effective less than 8 consecutive months

prior to the off duty months of the academic calendar, the employee will be responsible for the full cost of the insurance premium (no employer contribution), and will not receive FRS service credit, during the off duty months of the academic calendar, (DMS Rule 60P-2.009). This option is not recommended.