Memorandum to Presidents

Date: June 11, 1976

From: Office of the Vice Chancellor for Faculty and Staff Relations

Subject: Less-Than-Calendar-Year Appointments, Policy and Procedures

This memorandum details plans and procedures for the conversion of vacant positions or changes of obligations for volunteers to a shortened work year. It supersedes and replaces memoranda on this subject issued from this office on February 11 and March 11 of this year.

The lengths of appointment available to persons in the professional service are defined by Article XI, Title I of the Policies of the Board of Trustees, as follows:

Professional Obligation and Appointment Year. The term of professional obligation as determined by the chief administrative officer, or his designee, shall be one of the following:

(a) Calendar year obligation--an annual obligation of service for the full year, i.e., 12 months; or

(b) Academic year obligation--an annual obligation of service for the academic year, e.g., 10 months; or

(c) College year obligation--an annual obligation of service for any period less than the full year, as specified in the letter of appointment....

The college-year obligation as defined above shall be used to define the annual service for all non-instructional professional positions having a less-than-calendar-year obligation.
No persons currently employed on a full-year basis may be involuntarily given diminished annual obligations of service in their present positions. This policy extends to renewals of term appointments. It is still our goal to reach the savings originally proposed, but this will have to take place over a longer period of time than previously contemplated. Although at this time, a specific savings figure for the current fiscal year is not established, a significant cash saving will be necessary. It will also be difficult to reach the estimated cost reductions for 1977 and 1978 if you do not take advantage of every opportunity to change obligations and positions.

Consequently, we are obliged to request that every vacancy which henceforth occurs be examined with an eye toward possible conversion to a shorter obligation, and that any request for a freeze exception to allow reappointment include a statement of the need for twelve months of service therein, if conversion is not practicable. Moving an incumbent from a convertible function to the non-convertible position, and thereby freeing the other job for college-year appointment, should also be considered. For your information, procedures for conversion, information concerning benefits, a ten-month professional rank schedule, and information on seasonal positions follows, in the attachment.

In order for us to make the necessary reports to the Division of the Budget, we ask that, by July 30, 1976, you review all positions to determine those that can reasonably be converted to less-than-full-year obligation. Then:

1. Immediately convert all vacant positions so identified.

2. Poll incumbents of the remaining positions to determine if they wish to volunteer to have their positions converted. Where incumbents choose to go on a shortened work year, the positions should be altered. The remaining positions should be earmarked for conversion when vacant.

3. When at all possible incumbents of positions identified for conversion who wish to retain calendar-year employment should be offered alternate twelve-month appointments so that their current positions can be reframed in a shorter mode.

We ask each campus to submit to this office by July 30, 1976, the following information:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Position Title</th>
<th>Vacant/Incumbent</th>
<th>Salary</th>
<th>Expected Date</th>
</tr>
</thead>
</table>

To be listed in the following order:
1. Positions already converted to the shortened work year;
2. Vacant positions to be converted;
3. Filled positions to be converted by employee volunteers;
4. Filled positions to be converted when vacant.
Let me emphasize again the importance of speedy implementation of this policy and of prompt attention to the deadline for making reports. Please get in touch with this office if you have any questions. Thank you for your cooperation.

Jerome E. Komisar

Attachments

cc: Chancellor Boyer

This memorandum addressed to:

Presidents, State-operated Campuses
Deans, Statutory Colleges

Copies for information only sent to:

Presidents, Community Colleges
President Rose
Mr. Barlow
Additional Information, Less-Than-Calendar-Year Positions

A. UNCLASSIFIED POSITIONS

1. Ten-Month Obligation

To simplify the classification of positions having a less-than-calendar-year obligation, it will be necessary for this obligation in most cases to be established at ten months, with salary ranges reduced by 16.67 percent from the calendar-year limits. The two months off may or may not be consecutive, but in no case shall the unemployed portion of the year be in smaller segments than full months. A college-year professional rank salary table appears below.

No college-year appointment may begin prior to July 1, 1976, but offers of such appointments to new employees can be made before that date.

College-year positions for annual obligations of less than ten months will necessitate special treatment. If such are essential, please get in touch with our Classification and Compensation Office for further instructions and assistance.

2. Vacation and Sick Leave

College-year positions will accrue vacation credits at the rate of one and three-quarters days per month for each full month or major fraction thereof of service. Sick leave accruals will similarly be at the one and three-quarter days per month rate. Such accruals can only be used during the ten months of the obligation. These leave rates are negotiable items which may or may not be modified as a consequence of current negotiations.

3. Health Insurance

Health insurance coverage under the college-year arrangement is identical to that now carried by calendar-year and academic-year employees. College-year appointees on a 26-pay mode will have the employee contribution deducted biweekly; those on a 21-pay mode can continue coverage by picking up their share during the time they are not on the payroll and may do so through a lump-sum deduction from the paycheck preceding their time off the payroll.
4. **Retirement**

Employer contributions to persons covered under the optional retirement system are based upon salary paid during the year. Credit of a full year for service in the college year appointment is given in the Teachers’ Retirement System, but only for time actually employed in the Employees’ Retirement System.

5. **Procedure**

A twelve-month position can be converted to a college-year position relatively simply, through submission of a UP-9 Form. The new title should have the revised obligations reflected through use of the letters CY appended to the former title. A new Title Code will be furnished by this office when the UP-9 is approved.

B. **CLASSIFIED POSITIONS**

1. **"Seasonal" Positions**

A position in the classified service may be formally designated as less-than-calendar-year only through establishment as a seasonal position. The existing position may be deleted by using Form CC-1 or CC-1A as appropriate with "(Seasonal)" added to the title to create the new position. Non-competitive or labor class positions are most adaptable to seasonal treatment. A brief summary of classified service benefits for seasonal positions appears below.

**Health Insurance:** Fully covered during the season with normal employee contribution rates. Coverage stops at end of work period, conversion to individual basis is possible.

**Dental Insurance:** Fully covered only after six months initial waiting period. Coverage stops at end of season. Cycle repeats annually.

**Retirement:** No service credit permitted for periods of time not on a State payroll; eligibility for death benefit continues if employee is not gainfully employed during period of absence from payroll. Other eligibility requirements depend on date of membership; varies from case to case. Seasonal employees who joined ERS prior to 7/1/73 would receive credit for the period of seasonal layoff; seasonals who joined after 7/1/73 would not receive such credit.

**Contractual Provisions:** Certain provisions of the CSEA agreements are not applicable, among them are: shift and pass-day assignments, compensatory holiday time, scheduling of holiday time off, vacation scheduling, leave for professional meetings and examinations, and employee organization leave.
## 10 MONTH PROFESSIONAL RANK SCHEDULE

<table>
<thead>
<tr>
<th>GRADE</th>
<th>MINIMUM</th>
<th>FIRST QUARTILE</th>
<th>MIDPOINT</th>
<th>NORMAL MAXIMUM</th>
<th>EXTRA ORDINARY CEILING</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR-1</td>
<td>$ 6,919</td>
<td>$ 8,713</td>
<td>$10,484</td>
<td>$12,278</td>
<td>$14,073</td>
</tr>
<tr>
<td>PR-2</td>
<td>10,624</td>
<td>12,348</td>
<td>14,073</td>
<td>15,796</td>
<td>17,521</td>
</tr>
<tr>
<td>PR-3</td>
<td>14,073</td>
<td>15,820</td>
<td>17,567</td>
<td>19,314</td>
<td>21,062</td>
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<tr>
<td>PR-4</td>
<td>17,520</td>
<td>19,850</td>
<td>22,180</td>
<td>24,510</td>
<td>26,840</td>
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<tr>
<td>PR-5</td>
<td>19,293</td>
<td>21,997</td>
<td>24,674</td>
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<td>PR-6</td>
<td>23,148</td>
<td>26,309</td>
<td>29,474</td>
<td>32,635</td>
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<td>PR-7</td>
<td>28,410</td>
<td>32,103</td>
<td>35,756</td>
<td>39,466</td>
<td>43,137</td>
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<tr>
<td>PR-8</td>
<td>34,068</td>
<td>38,090</td>
<td>42,090</td>
<td>42,882</td>
<td>43,958</td>
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