



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06101
TEL. NEW BRITAIN: 203-229-2607 TEL. HARTFORD: 262-7211

RESOLUTION

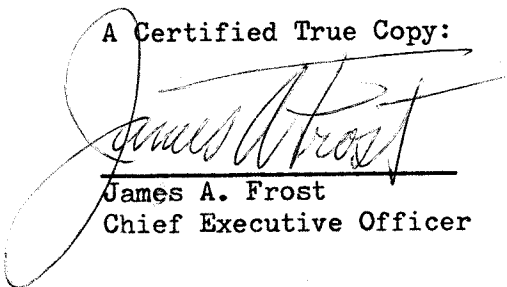
concerning

GUIDELINES FOR DETERMINING THE EFFECTIVE DATES OF
PERSONNEL TRANSACTIONS COVERING TEN-MONTH INSTRUCTIONAL
FACULTY

March 12, 1976

- WHEREAS, Public Act No. 75-510 amended Section 3-119 of the General Statutes to require that salaries of full-time permanent employees who are employed on a less than twelve-month basis shall be prorated and paid bi-weekly on a twelve-month basis, and
- WHEREAS, Said change in the provisions of Section 3-119 necessitated changes in State College personnel and payroll procedures as they apply to ten-month instructional faculty, and
- WHEREAS, It is essential that there be proper coordination between effective dates used for payroll transactions and effective dates used in various personnel documents, be it
- RESOLVED, That the Board of Trustees for the State Colleges adopts for the use of the State College System the guidelines set forth in the addendum to this resolution.

A Certified True Copy:


James A. Frost
Chief Executive Officer

Guidelines for Determining the Effective Dates of PersonnelTransactions Covering Ten-month Instructional Faculty

In order to have proper coordination with payroll procedures established for ten-month instructional faculty under the twelve-month bi-weekly pay requirement, it will be necessary to adhere to the following guidelines in completing documents and forms relating to personnel transactions. These will include such things as Personnel Changes, Employment Contracts, Report of Personnel Transactions (SC-1), and miscellaneous personnel and payroll forms.

1. The effective date of appointment or return from leave will be the first day of the semester, or the first day of assignment if the hiring or return occurs after the beginning of a semester.
2. The effective date of approved leave for a full academic year or for a full semester will be the first day of the first (or only) semester during which the employee is on leave. The first day of release from assignment will be the effective date for an employee going on leave after the beginning of a semester.
3. The effective date of termination of services, if at the end of a complete academic year, will be as of the close of business (c.o.b.) on the 217th payroll day of that year (completion of period of obligation), or, if at the end of a single completed semester, will be as of mid-day of the 109th payroll day of that semester. The close of business on the last day of assignment will be the effective date for an employee terminating before the end of a semester.
4. The effective date of a change in status (promotion, hours of work, etc.) will be the first day of assignment in the new status.

5. If, because of illness, decease or other extenuating circumstances, an employee must terminate shortly before completion of the semester's assignment or during the interval between such completion of assignment and the final obligatory day of the semester, and if the College President believes that the circumstances warrant paying the employee beyond the last day of the employee's availability for assignment, such later date, within the period of obligation, as shall be designated by the President will be the effective date of termination.

Interdepartment Message

STO-200 REV. 5/73

SAVE TIME: Handwritten messages are acceptable.

Use carbon if you really need a copy. If typewritten, ignore faint lines.

| | | | |
|-------------|------------------------------------|--|---------------|
| To | NAME | TITLE | DATE |
| | Mr. Thomas Egan | Personnel Officer | June 24, 1976 |
| From | AGENCY | ADDRESS | TELEPHONE |
| | Southern Connecticut State College | 501 Crescent St., New Haven, Ct. 06515 | 229-1607 |
| | NAME | TITLE | TELEPHONE |
| | Arnold W. Boynton | Associate for Fiscal Affairs | 229-1607 |
| | AGENCY | ADDRESS | |
| | Board of Trustees-State Colleges | P.O. Box 2008, New Britain, Ct. 06050 | |

SUBJECT

Payroll procedures for termination of ten-month administrators.

This is in response to your letters of April 1 and June 1, 1976 concerning procedures for ten-month administrators at time of reassignment, resignation or retirement. I've talked with Dr. Ritchie about your question and it was decided that, because of the pressure of other business and because of the need to obtain answers for several related questions, it would be best for this year to follow, to the extent possible, the procedures established for ten-month instructional faculty.

Arnold W. Boynton

 Arnold W. Boynton
 Associate for Fiscal Affairs

AWB:pm

cc: President Jennings
 Vice Pres. Scheuerman

SAVE TIME: If convenient, handwrite reply to sender on this same sheet.



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FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607

TEL. HARTFORD: 203-566-7373

March 24, 1976

TO THE COLLEGE PRESIDENTS:

Dr. Robert M. Bersi (WCSC)
Dr. F. Don James (CCSC)
Dr. Manson Van B. Jennings (SCSC)
Dr. Charles R. Webb (ECSC)

Attached please find copies of SCR#76-13 and SCR#76-14 in sufficient number for your office and your Vice President for Administrative Affairs.

A handwritten signature in cursive script, appearing to read "James A. Frost".

James A. Frost
Executive Secretary

JAF/b
encl.

sent
3/25
ms

Interdepartment Message

SAVE TIME: *Handwritten messages are acceptable.*

Use carbon if you really need a copy. If typewritten, ignore faint lines.

STO-201 REV. 3/73 STATE OF CONNECTICUT

| | | | |
|-------------|--|--|-----------------------------------|
| To | NAME Marti Witt, Frank Bodurtha, Thomas Ort, William Grunow | TITLE Personnel Officers | DATE March 16, 1976 |
| | AGENCY Connecticut State Colleges | ADDRESS | |
| From | NAME Arnold W. Boynton | TITLE Associate for Fiscal Affairs | TELEPHONE 566-7373 or 229-1607 |
| | AGENCY Board of Trustees-State Colleges | ADDRESS P.O. Box 2008, New Britain, Ct. 06050 | |

SUBJECT

Procedures and Guidelines concerning Ten-month Instructional Faculty.

Enclosed are copies of the following procedures and guidelines which were approved by the Board of Trustees for State Colleges on March 12, 1976:

Procedures For Adding To Or Dropping From The Payroll
Of Ten-month Instructional Faculty

Guidelines For Determining The Effective Dates Of Personnel
Transactions Covering Ten-month Instructional Faculty

Arnold W. Boynton

 Arnold W. Boynton
 Associate for Fiscal Affairs

AWB:pm

cc: Mr. William Brooks, Comptroller's Dept.
 Mr. Ray Everts, Comptroller's Dept.
 Mr. Hugo Benigni, Auditors of Public Accounts