



STATE OF CONNECTICUT

BOARD OF TRUSTEES FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-229-1607 TEL. HARTFORD: 203-566-7373

RESOLUTION

concerning

PROCEDURES FOR THE ADDING TO OR THE DELETING FROM
THE PAYROLL OF TEN-MONTH INSTRUCTIONAL FACULTY

March 12, 1976

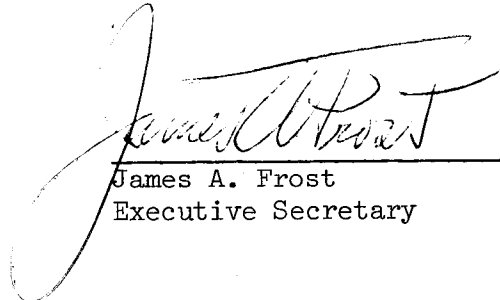
WHEREAS, Public Act No. 75-510 amended Section 3-119 of the General Statutes to require that salaries of full-time permanent employees who are employed on a less than twelve-month basis shall be prorated and paid bi-weekly on a twelve-month basis, and

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 the State Colleges operate under uniform payroll procedures, be it

RESOLVED, That the Board of Trustees for the State Colleges adopts for the use of the State College System the procedures set forth in the addendum to this resolution.

A Certified True Copy:



James A. Frost
Executive Secretary

Board of Trustees for State Colleges
Proposed procedures for adding to or dropping from the payroll
of Ten-month Instructional Faculty

The period of obligation, 217 payroll days, will be used as the basis for computing the earnings of an employee who fails to completely fulfill his obligation for a semester. Payments made through the date of termination, including the two-week hold-back, shall be multiplied by 1.20276 (the quotient obtained by dividing the number of days on which the bi-weekly pay schedule is based, 261, by the number of days of obligation, 217) to convert the total of said payments to total earnings. The difference between earnings and payments made will be paid in a lump sum on the same payroll on which the employee receives the last regular pay.

If, because of illness, decease or other extenuating circumstances, an employee must terminate shortly before completion of the semester's assignment or during the interim 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 to complete his obligation, the College President or his designee shall notify the payroll officer in writing of the date through which the employee's earnings are to be computed and paid.

In the case of an employee returning to the payroll from unpaid leave or being added to the payroll by appointment at the beginning of the second semester, the starting date will be the first day of the second semester. About mid-July, having paid such an employee in full for the second semester, it will be necessary to line out the employee on the next payroll and to add a notation indicating that payment in full has been made for the semester.

Following are explanations of the several types of accession, leave and termination situations with some examples as they would apply for the 1975-1976 year.

New Appointment

New appointees will be on a continuing payment basis immediately if appointed as of the start of the first semester but will be subject to a period of removal from payroll if appointed as of the start of the second semester.

Examples, 1975-1976:

First semester - On payroll August 29, 1975

Second semester - On payroll January 12, 1976
Off payroll mid-day July 12, 1976
On payroll August 30, 1976

New appointees starting after the beginning of a semester will be paid the difference between a full semester's earnings (one-half of annual salary) and an amount computed by multiplying the number of obligatory days prior to the effective date of appointment by the daily rate shown on the 261-day pay schedule and by further multiplying the result by 1.20276. This difference will be paid at the regular bi-weekly rate

over the number of pay periods required to pay it in full. In most, if not all, instances it will be necessary to line out the employee on a payroll prior to the beginning of the next academic year.

Examples, 1975-1976:

First semester - Instructor (Salary Group 18, Step 1) appointed effective October 3, 1975

Salary for one full semester	\$ 5,801.00
25 (obligatory days 8/29/75-10/2/75) x \$ 44.46 (daily rate) = \$ 1,111.50 x 1.20276 =	- 1,336.87
Amount due new appointee-first semester	<u>4,464.13</u>
Salary for second semester	5,801.00
Total salary for academic year	<u>\$ 10,265.13</u>

\$ 10,265.13 ÷ \$ 444.53 (bi-weekly salary) = 23.09 pay periods
 October 3, 1975-August 19, 1976 = 230 days
 August 20, 1976 - Last payroll day

Second semester - Instructor (Salary Group 18, Step 1) appointed effective April 2, 1976

Salary for one full semester	\$ 5,801.00
59 (obligatory days 1/12/76-4/1/76) x \$ 44.46 (daily rate) = \$ 2,623.14 x 1.20276 =	- 3,155.01
Amount due new appointee	<u>\$ 2,645.99</u>

\$ 2,645.99 ÷ \$ 444.53 (bi-weekly salary) = 5.95 pay periods
 April 2, 1976-June 23, 1976 = 59 days
 June 24, 1976 - Last payroll day

Leave With Pay

Except for the common changes caused by the switch from 21.7 to 26.1 payroll periods, there are no changes from previous procedures applicable to the handling of leave records for employees granted leave for a full year at half pay or for one semester at full pay.

In the event leave is granted for one semester at half pay, care must be taken to insure that, during the course of a full academic year, 13.05 pay periods shall be paid at full pay and the other 13.05 pay periods at half pay.

Examples, 1975-1976:

First semester - On payroll at half pay August 29, 1975 through January 11, 1976
 On payroll at full pay from January 12, 1976 through noon July 12, 1976
 On payroll at half pay from noon July 12, 1976 through August 27, 1976
 On payroll at full pay August 30, 1976

Second semester - On payroll at full pay August 29, 1975 through January 11, 1976
On payroll at half pay from January 12, 1976 through noon July 12, 1976
On payroll at full pay from noon July 12, 1976 through August 27, 1976

Leave Without Pay

An employee who is on unpaid leave for two consecutive semesters will be off the payroll for the 261 payroll days applicable to the two semesters. If the two semesters fall within an academic year, the employee is removed from the payroll for that year. If such leave commences at the start of the second semester, the employee will twice have to be removed from the payroll.

Examples, 1975-1976:

Start of first semester - Off payroll August 29, 1975 through August 27, 1976

Start of second semester - Off payroll mid-day February 27, 1976
On payroll January 11, 1977
Off payroll mid-day July 12, 1977
On payroll August 30, 1977

An employee who is on unpaid leave for one semester will have to be removed from the payroll twice if leave is taken during the first semester and once if taken during the second semester.

Examples, 1975-1976:

First semester - Off payroll August 29, 1975
On payroll January 12, 1976
Off payroll mid-day July 12, 1976
On payroll August 30, 1976

Second semester - Off payroll mid-day February 27, 1976
On payroll August 30, 1976

Retirement

An employee must be off the regular payroll in order to be eligible to receive retirement benefits under either the State Employees' Retirement System or the Teacher's Retirement System.

(An attempt is being made to provide, through legislative action or by other means, the authority to make a lump sum payment upon completion of a period of obligation and further, to provide a full six-month retirement credit for completion of the first semester and a twelve-month retirement credit for completion of a full year.)

When retirement occurs before the end of a period of obligation, earnings through the date of termination will be computed by multiplying the payments applicable to service through the termination date by the 1.20276 conversion factor. A lump sum payment will be made for the difference between total earnings and total payments made.

Examples, 1975-1976:

First semester - Associate Professor (Salary Group 24, Step 6)
terminated at end of day October 2, 1975

Earnings -		
25 (obligatory days 8/29/75-10/2/75) x \$ 70.41		
(daily rate) = \$ 1,760.25 x 1.20276 =		\$ 2,117.16
Payments -		
2 (pay periods 8/29/75-9/25/75) x \$ 704.03		
(bi-weekly rate) =	\$ 1,408.06	
5 (days 9/26/75-10/2/75) x \$ 70.41	<u>352.05</u>	
Total regular payments		<u>- 1,760.11</u>
Lump sum due		<u>\$ 357.05</u>

Retirement date November 1, 1975

Second semester - Associate Professor (Salary Group 24, Step 6)
terminated at end of day April 1, 1976

Earnings -		
155 (obligatory days 8/29/75-4/1/76) x \$ 70.41		
(daily rate) = \$ 10,813.55 x 1.20276		\$ 13,126.38
Payments -		
15 (pay periods 8/29/75-3/25/76) x \$ 704.03		
(bi-weekly rate) =	\$ 10,560.45	
5 days (3/26/76-4/1/76) x \$ 70.41	<u>352.05</u>	
Total regular payments		<u>-10,912.50</u>
Lump sum due		<u>\$ 2,213.88</u>

Retirement date May 1, 1976

Resignation, Non-renewal, Dismissal

An employee terminating by resignation, non-renewal of contract, or dismissal, after completion of the 217-day period of obligation, shall be paid a lump sum amount equivalent to the employee's unpaid earnings.

Examples, 1975-1976:

First semester - On payroll through mid-day January 28, 1976
with lump sum

Second semester - On payroll through June 28, 1976
with lump sum

When such a termination occurs other than at the end of a period of obligation, earnings through the date of termination will be computed by multiplying the payments applicable to service through the termination date by the 1.20276 conversion factor. A lump sum payment will be made for the difference between total earnings and total payments made.

Examples, 1975-1976:

See examples given under Retirement



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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.

James A. Frost
Executive Secretary

JAF/b
encl.