

Title	System Practices – Faculty Contracts and Leave, Benefits for Faculty
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Processes	NBAJOBS
	PEALEAV
	PDAEDN
	NA
	NA

Description:

This white paper is a combination document on all actions impacting faculty. These items were taken to the Academic Affairs Council as well as the Bureau of Personnel.

Item 1:**Adjunct, Overload and Supplemental Contracts:**

It was decided today on May 7, 2008 during a joint call with Budget and HR, that adjunct faculty will be paid over the semester in 4 equal payments. The Fall semester will be from 8/22 through 12/21 and the Spring semester will be from 1/22 through 5/21.

In addition, overloads and supplemental payments will be paid over 4 equal payments in the semester for all other faculty 8/22-12/21 and 1/22-5/21.

Both of these decisions will eliminate the use of a calculator and will provide faculty with better information for which to understand their pay schedule.

Item 2:**Leave Accrual for 10-11 Month Faculty:**

Banner will default on PTRECLS to accrue no leave for 9, 10 or 11 month faculty because there are on average 23 days off during the academic year. Institutions that have 10-11 month contracts that require work on campus due to appointment during a regularly scheduled absence must be approved by the Academic VP. This then can be overridden on PEAEMPL to accrue leave.

Item 3:**Overload Contracts and Accrual of Leave:**

Summer classes and overload pay is not considered eligible for earning of leave. The employee is off of their contract for which they accrued their benefits in leave. This would be considered no different than Overtime. In addition, because they are off contract, the employment of such time is not considered full-time employment. If an employee is working full-time during the summer, then a job should be created that is a Secondary job reflecting the research or NFE employment. By the nature of the secondary job and regular payment, the employees will receive leave.

Item 4:**Health Insurance for Type A Faculty – Termination after Completion of Contract:**

Health Insurance for faculty (Type A employees) that work through their entire contract year will be paid benefits through August 21 to comply with the written findings of Commissioner Zinter. We made the decision to implement this next FY. This is consistent with longevity payout if employed their entire contract year. Per much discussion on this, benefits will be paid through August 21st for coverage through September 30.

Item 5:**Health Insurance for Type B Faculty (and all other Type B Employees [NFE, CSA])
– Termination after Completion of Contract:**

It is the policy of the Board of Regents to allow continuation of benefits for Type B employees if their employment is expected to continue into the next Fiscal Year. This is to prevent a break in coverage and to ensure the employee and employer make the proper premium payment to the Bureau of Personnel. If a Type B employee retires or terminates (for any reason) at the conclusion of their contract or work

schedule, then their benefits will be terminated in accordance with the Bureau of Personnel (last day of employment would be the day the employee terminates/contract ends with benefits running for 30 calendar days). This policy is consistent with the Bureau of Personnel and state procedures.

Item 6:

Summer Contract FY09 and Forward:

AAC approved the following Summer Schedule for payment of summer sessions:

- 4 Week Session – One payment at the conclusion of the session.
- 8 Week Session – Two equal payments over the entire session.
- 12 Week Session – Three equal payments over the entire session.
- 16 Week Session – Four equal payments over the entire session.

Item 7:

Coach Classifications:

1. Coaches with instruction that would be 50 or more percent would be classified as Unit Faculty and provided benefits as applicable to the Unit Faculty classification.
2. Coaches with instruction between 25-49.99 percent would be classified as Non-Unit Faculty and provided benefits as applicable to the Non-Unit Faculty classification.
3. Coaches with instruction between 0-24.99 percent would be classified as Non-Faculty Exempt and provided benefits as applicable to the Non-Faculty Exempt classification.

Reference Information:

Most of this documentation is informational, however, all of this information will either touch PDADEDN, NBAJOBS, PEALEAV, etc.

Related Documents (that may be available)

NA – All of this information is on AAC agenda or with discussions at BOP.

Links:

NA