

**COLLEGE OF AGRICULTURAL SCIENCES**  
**36-Week Appointment Salary Plan**  
**Information and Instructions**  
**(July 1, 2017 through June 30, 2018)**

***Faculty on 48-Week Appointments:***

The 36-week salary option will continue to be available to faculty in the College. Faculty who wish to convert from a 48-week appointment to a 36-week appointment will forego the first 14% in salary increases beginning July 1 of the fiscal year of conversion. The 14% will be based on the cumulative annual average salary increase allocation for faculty in the College and will be separate from salary adjustments associated with promotion. The conversion option is voluntary and non-reversible. Faculty who wish to exercise this option must notify their Unit Leader in writing and complete a 36-Week Work Contract Form prior to May 5th. These materials should be returned to the department administrative office along with the annual Personnel Assignment Form. College policy to administer the 36-week salary plan is available on-line (see url below). Faculty should read this information carefully before making the decision to convert. If you have questions, please contact Susan Sampsell at 865-6640.

***New and Existing Faculty on 36-Week Appointments:***

36-week work contract information for faculty members on 36-week appointments is included on their respective Personnel Assignment Form. Please see the top right-hand section of the PAF to find notation of “36-Week Contract: Summers Off **OR** One Week Off per Month.” All new faculty hires on 36-week appointments should work with their unit leaders to best match pay schedule with job responsibilities. If the faculty member is going to elect the same work schedule for 17/18 as it was in 16/17, they just simply need to sign the PAF form on the appropriate line.

If the faculty member wishes to change their work contract from FY 16/17 to 17/18, they will be required to complete a pdf “fill and print” 36-Week Work Contract Form found at our website <http://agsci/psu.edu/admin-services/on-line-documentation/36-week-contracts>

***Note that all forms are PDF fill and print. With the exception of the signature lines, please utilize this feature instead of printing a blank form and completing by hand.***

The faculty member will need to sign, date and return the 36-week work contract to the department administrative office along with their annual Personnel Assignment Form. Faculty approved for sabbatical leave or who plan on retiring or terminating employment with the University during the fiscal year should discuss work contract options with Susan Sampsell at 865-6640 prior to submission. This is to ensure that there are no disruptions in the faculty member’s benefits or retirement contributions due to work scheduling.

**WORK CONTRACT OPTIONS:**

University policy defines the contract year for standing appointments as the fiscal year (July 1 through June 30). Policy states that no standing faculty appointment shall have a contract commitment through the University in excess of 48 weeks in any fiscal year. Therefore, faculty appointed on a standing 36-week contract are eligible to earn a maximum of 12 weeks of supplemental salary **OR** take that time off. A typical 36-week appointment begins August 15 and ends May 15 (Academic Year). We want to be as flexible as possible in the College and yet still abide by University policy. Therefore, we established the following options as the basis for earning supplemental compensation or scheduling release time:

- A. Summer Off: ) July 1 through August 15 (six weeks)  
May 15 through June 30 (six weeks).

B. One Week Per Month Off: From July 1 through June 30.

### **PLANNED RETIREMENT OR TERMINATION:**

Faculty on 36-week appointments who plan on retiring or terminating employment with the University during the fiscal year should discuss work contract options with Susan Sampsell at 865-6640. This is to ensure that there are no disruptions in the faculty member's benefits or retirement contributions due to the work contract option selected as well to alert the faculty member, if needed, of an amount owed to the College for pre-payment of the faculty member's effort.

*Faculty must work the full contract year (July 1 through June 30) to be eligible for the full 12 weeks of salary supplement or time release. Supplemental salary or time release for a partial year will be calculated based on the percentage of the year the faculty member works. For example, a faculty member who plans to retire or terminate employment on December 31 or half the year would be eligible for 50% or 6 weeks of salary supplement or time release during the time they are on contract.*

### **SABBATICAL LEAVES OF ABSENCE:**

Faculty on 36-week appointments who are approved for a sabbatical leave of absence should discuss work contract options with Susan Sampsell at 865-6640. This is to ensure that salary computations are handled properly and that there are no disruptions in the faculty member's benefits or retirement contributions due to the work contract option selected.

Faculty who wish to supplement their salary while on sabbatical leave should refer to University Guideline HRG15 Regulations Regarding Use of Support Funds and Receiving Outside Compensation During Sabbatical Leaves of Absence. Policy site: <http://guru.psu.edu/policies/OHR/hrg15.html>.

### **SUPPLEMENTAL SALARY PAYMENTS FOR FACULTY ON 36-WK APPT:**

**36-Week supplemental request forms and checklist may be found and downloaded here:**  
<http://agsci.psu.edu/admin-services/on-line-documentation>

*Note that all forms are pdf fill and print. With the exception of the signature lines, please utilize this feature instead of printing a blank form and completing by hand.*

**Per HR Policy, "Payment for Supplemental I salary is to be made at the time the services are performed. In no circumstance will the University process payment for services performed more than six months in the past."**

**Base Salary:** University payroll policy requires that the base 36-week salary be equally divided into 12 monthly payments beginning in July of each contract year. This equates to 3 weeks of base salary to be paid each month. Dependent on the faculty member's work contract, the actual effort expended could be more or less than the 3 weeks paid in any given month. However, over the course of the 12 month contract year, pay and effort will balance by June 30.

**Supplemental Salary Payments:** Supplemental payments will be in addition to the 1/12 base salary payment each month. Supplemental compensation is handled as regular income for all tax and retirement calculations. Supplemental salary will be paid in the month it is earned. The maximum amount of supplemental salary available each month will be dependent on the faculty member's 36-week base salary, approved work contract, and maximum weekly salary rate. The maximum weekly salary rate is calculated by dividing the 36-week base salary by 36. The monthly maximum supplemental salary that may be earned and paid in any given month is calculated by multiplying the weekly salary rate by the number of supplemental weeks available in that month as provided on the approved work contract. A maximum of 12 weeks of supplemental salary may be earned and paid during the contract year. As noted earlier,

faculty must work the full contract year to be eligible for the full 12 weeks of salary supplement or time release.

**Supplemental Salary Requests and Approvals:** All Supplemental Salary Request Forms must be approved by the faculty member's Unit Leader, Funding Budget Unit Leader, Principal Investigator and the Dean's Office. Funding from units outside the faculty member's home department or the College, must be approved by the funding unit's budget administrator and Principal Investigator. Supplemental Salary Request Forms must be used to request all payments and obtain required approvals. The faculty member's signature on the Supplemental Salary Request Form certifies the amount of effort she/he will expend on the grant and the time period that effort will be expended. A separate form must be completed for each different supplemental funding source. However, multiple month requests may be made on the same form if the funding source is the same. All Supplemental Salary Request Forms must be forwarded to Angie Auman in 207 Ag Admin Building prior to the 1<sup>st</sup> of the month that the supplement is to be paid. It is not appropriate for other units outside the college to process payments (e.g. World Campus, etc).

**Federal audit requirements and the university pay and effort system will not allow supplemental salary requests to be processed after the end date of a sponsored project. For awards that end prior to the pay date for the last month of the award, the systems will not allow supplemental salary payments in the last month, since the supplement will not be paid until after the end date of the award. That is, if the award ends February 15, then supplemental salary cannot be paid on the grant/award for February even though the potential of working on the award exists for the first 2 weeks.**

**The 30-Day Rule:** Every effort must be made to pay supplemental salary payments in the month it is earned. As is required for audit purposes, a letter of justification will be required for supplemental salary payment requests that go back more than one monthly pay period (30 days). The letter of justification should certify that effort was in fact expended during the time period payment is being requested and provide an explanation as to why the supplemental salary was not requested at that time. To expedite the processing of supplemental salary requests in these instances the faculty member should attach the letter of justification to the Supplemental Salary Request Form. **Per University HR policy, "In no circumstance will the University process payment for services performed more than six months in the past."**

**Supplemental Salary Payment Revisions:** If a faculty member needs to make a change to a previously submitted supplemental salary request, a **Request for Salary Redistribution Form** must be completed in accordance with the faculty member's effort.

**Request for Salary Redistribution Form may be found and downloaded here:**  
<http://agsci.psu.edu/admin-services/on-line-documentation>

Each form should be for only one faculty member.

Changes in distribution for pay periods already paid, should be made within 30 days. If changes are requested past 30 days, the University requires a memo of explanation be submitted with the "Request for Salary Redistribution: form by the Principal Investigator.

The justification memo should include the following:

1. Today's Date
2. Addressed "To Whom It May Concern"
3. From and approved by the Principal Investigator of the fund
4. The employee's name for which the salary transfer is being requested
5. Months of salary being transferred
6. Total amount of the salary redistribution
7. Full name of the grant
8. Explanation as to why the requested distribution change was not made within 30 days of the paid month.
9. Explanation as to why initial funds were charged and how it relates to the destination fund.

Memos should be submitted to our Ag Salary Redistribution staff at agsalredist@psu.edu. Either an email directly from the P.I. or an email with an attachment memo of justification with the P.I.'s signature will be accepted. All memos will be submitted by the Office of Administrative Services to the Corporate Controllers' Office for approval.

### **ELIGIBLE SOURCES OF SUPPLEMENTARY SALARY:**

**Grants and Contracts:** For a grant or contract to be considered for salary supplement, it must be processed through the Office of Sponsored Programs (OSP); however, NOT all grants and contracts so processed are eligible. As a general rule, eligible funding are those grants and contracts awarded on a competitive basis to individual faculty members, not those awarded to the unit or College because of our unique capabilities. Examples of *funding not eligible*, but processed through OSP are gifts, grant-in-aids, product testing or evaluation, endowments, pass-through state or federal funding, non-competitive grants, pesticide certification, NAPIAP, RULE, PDA diagnostic, etc.

**Instruction:** Teaching efforts outside the college (provided to other Penn State instructional units) may be eligible for supplemental salary where such assignments align with the faculty member's annual work contract. Attached to the supplemental salary request form should be supporting documentation that shows the nature and scope of the teaching assignment. Generally such assignments have some form of written memo of agreement between the faculty member, unit leader and the outside instruction unit.

**College Conferences and Short Courses:** College conferences, short/winter courses, workshops, etc., will not provide salary supplement for faculty on 36-week contracts.

**Penn State Extension Funding:** Faculty may be invited to provide additional support beyond their base contract toward extension product development or delivery. As part of the Extension Program Development Process, Assistant Director of Program (ADPs) will secure approval from the Extension Director and Associate Director of Programs to invite faculty to contribute toward product development or delivery. With approval, extension funding may be applied as supplemental salary. The Extension Director or Associate Director of Programs will sign to certify funding approval on the Supplemental Salary Request Form.

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Approved October 12, 2017