

Key Points:

- Faculty in the College of Agriculture & Life Sciences will not accrue vacation.
- Faculty may cover their salary from extramural funds for up to 11.5 months of salary annually without additional approval.
- Faculty who wish to cover their salary for a total of 12 months must request approval.
- Faculty who have an appointment of less than 12 months, including those who have additional months of funding for the summer months, will maintain their base appointment as stated in the annual appointment letter.

Will faculty in less than 12-month appointments who do not accrue vacation have any personal leave time?

Yes. A faculty member with a less than 12-month appointment is not eligible to accrue or use vacation but may take time off during university holidays and inter-semester breaks. Faculty members at academic institutions are typically appointed on a less than 12-month basis. A faculty member may also be employed for additional months during the summer to teach or do research but is still considered to have a less than 12-month appointment.

Can a faculty member be employed for more than their term of appointment?

Yes, a faculty member can add an additional job to their 9/10/11 month appointment. Faculty who wish to cover their salary for a total of 12 months must request approval.

What is the process to gain approval for a faculty member who will cover their salary for 12 months?

Submit the “Annual Request of Faculty Member to Work Full-Time” with signatures by faculty member and department head to: Deanie Dudley, Assistant Dean, d-dudley@tamu.edu by **May 15**.

Are there any funding restrictions?

Yes. If adding up to 3 months of summer salary (for a total of 12 months), all but .5 months can come from Federal sources (Federal grants, Federal formula funds and part 06 IDC accounts) regardless of funding system part. In addition, please see 06/07 specific details below:

AgriLife Research (06)

Federal Formula funds are Hatch, Multi state, McIntire Stennis Animal Health and match accounts. These are in account ranges 06-1Y8XXX, 1Y61XX, and 59XXXX . SRS-managed federally sponsor contracts and grants are in the 06-5XXXXX range. IDC accounts are in the 06-24XXXX range.

AgriLife Extension (07)

No federal E&G funds may be used. All but .5 months can come from federal grants across all sourcing.

For further clarification on whether your proposed funding source is considered federal, please contact your SRS RA or corresponding system part budget office.

Do faculty members with less than 12-month appointments continue to earn Sick Leave?

Yes, a faculty member who is budgeted by name for 50 percent or more time for at least 4 ½ months is eligible to accrue and use sick leave during the period of appointment. However, they cannot access sick leave during periods of non-appointment, i.e. June – August for 9-month appointments.

Can faculty access the department's facilities during the period of non-appointment?

Yes

Can faculty travel on business during periods of non-appointment?

Yes, as long as there is an expectation that the faculty member will return to the payroll the month following their period of non-appointment. Such travel should be processed in the same manner as travel during months of appointment.

Will faculty be covered by Workers Compensation Insurance during periods of non-appointment?

Faculty members are covered for workers compensation insurance when they are in the course and scope of employment furthering the affairs of their employer. There are times when a 9-month faculty member may have activities to attend to during the period of non-appointment. If an injury occurs during that period, the TAMUS workers compensation group will evaluate and make a determination regarding whether the work was in the course and scope of employment and consider that as a factor when determining eligibility for WCI benefits.

How does working less than 12 months affect retirement?

TRS and ORP service credit is calculated using TRS criteria. To earn one year of TRS or ORP service credit, an employee must work at least 50% effort and at least 90 days or a full semester during a fiscal year. A faculty member with a 9, 10 or 11-month appointment will earn a year of service credit when they work a full semester in a fiscal year, just as they did when working 12 months. During periods when an employee is not on the payroll, contributions are not made to TRS or ORP.

Are faculty eligible for insurance benefits during the summer months?

Typically, benefit eligibility only continues through the last day of the month an employee actively worked. However, System Regulation 31.02.02 does have a provision for employees who are scheduled to work less than 12 months to allow benefit eligibility during the time they don't work (summer period) provided certain conditions are met. These conditions include:

- You are a regular, benefits-eligible employee scheduled to work less than 12 months who satisfied that appointment, AND
- You are expected to continue employment in a benefit-eligible position the following fiscal year (Fall term)

If you meet the above two conditions, then you are eligible to participate in the insurance plans and will maintain the employer contribution towards benefit premiums. Your eligibility would change at the point in which the *expectation* to return in the Fall is no longer applicable.

The annual amount of insurance premiums will be deducted over 9 months (September – May) and faculty will receive the state contribution toward their insurance for all 12 months.

Are faculty in less than 12-month appointments expected to be available for work during the period of non-appointment?

Yes. Faculty are evaluated based on productivity over a 12-month period and are expected to be available other than when they are taking time off during university holidays inter-semester breaks.

Can a faculty member spread his/her salary over 12 months?

Employees who are on less than 12-month appointments typically receive paychecks consistent with their appointment (i.e. a 9-month employee receives 9 paychecks). There is a provision for spreading payments for a less than 12-month appointment over 12 months. It is called Save for Summer (<https://agriflifeas.tamu.edu/documents/ag-506.pdf/>) and *requests to participate must be submitted prior to September 1.*

Save for Summer Enrollment Elections:

- Save for Summer 9 - receive a payout on July, August, and September pay dates
- Save for Summer 10 - receive a payout on August and September pay dates
- Save for Summer 11 - receive a payout on September pay date

Net Pay

- You select the amount of net pay to be held in Save for Summer
- No changes are automatically made to net pay held back
- Contact AgriLife Payroll at any time to change the amount held back

Enrollment and Cancellation

You may enroll or cancel participation in the Save for Summer program at any time during the fiscal year by contacting your AgriLife Payroll agpayroll@ag.tamu.edu

It should be noted that electing to receive a 9-month salary over 12 months **would not make faculty eligible for vacation** leave nor change the way insurances and retirement are handled. The annual amount of insurance premiums for less than 12-month appointments will still be deducted over 9 months (September – May). During periods when an employee is not on the payroll, retirement contributions are not made to TRS or ORP.