



2016 SUMMER TERM

FULL-TIME FACULTY APPOINTED TO THE 2016 SUMMER TERM AND/OR ANY ONE OF THE THREE (3) SESSIONS

Policies, Schedules, and Instructions

OVERVIEW

- A separate Employee Record/Appointment Form must be submitted for each appointment of a faculty member in the Summer Term and/or any one of the three (3) Sessions.
- Full-time faculty who are on less than an annual contract and who receive a University appointment in the Summer Term and/or any one of the three (3) Sessions will automatically have basic retirement contributions taken from their third term pay. Third term pay will also be included in the calculation of basic and supplemental life insurance. A Benefit Election form is no longer required. This is a change from previous years.

SCHEDULE

- Attached is the SCHEDULE for 2016.
- The schedule delineates possible date of appointments, the earning element to be used, the date due in Faculty Records, and the forms to be used.
- Further, the schedule makes a distinction between the requirements for existing employees and new employees.

TAXATION

- All Faculty will have their Federal Income Tax Withholding determined by applying the Tax Withholding Table to their Summer Term and/or any one of the three (3) Sessions.

*FORMS

- **EMPLOYEE RECORD / APPOINTMENT FORM**
 - A separate form must be submitted for each appointment of a faculty member in the Summer Term and/or any one of the three (3) Sessions.

- **Benefit Notice**

- If a faculty member is currently participating in the Defined Contribution Program the basic contribution, up to 8%, will automatically be taken from the third term pay. A Benefit Election form is no longer required.
- If a faculty member is currently participating in the Optional Group Life Insurance Program, benefits will be based on the base contract salary plus the third term pay. The total amount will be added to the contract salary effective September 1, and that total will be in effect for insurance purposes through next August 31. Applicable deductions and accruals will be withheld. If the faculty member is not currently enrolled in the Optional Group Life Insurance Program, this is not an opportunity to enroll. A Benefit Election form is no longer required.
- For covered salary base in the event of a Long-Term Disability claim, the summer earnings automatically apply and no action is necessary on the part of the faculty member. The usual terms and conditions are supplemented by the Senate Council Resolution of July 14, 1980 whereby the benefit base salary is to be the contract salary effective September 1, plus earnings from any University appointment in the immediately preceding Summer Term. The benefit base salary which is so determined will be in effect for 12 months starting September 1 and extending through August 31 of the following year. A new benefit base salary will be computed each year. A new benefit base salary will be computed each year for those faculty with a University appointment in the immediately preceding Summer Term. The benefit base salary for persons on a 12 month contract will remain unchanged.

CONTACTS

If you have any questions, please call the departments as follows:

<u>EMPLOYEE RECORDS /APPOINTMENT FORMS:</u>	Faculty Records	412-624-4232
<u>BENEFITS Notice:</u>	Human Resources/Benefits	412-624-8160

NOTE: According to the advice of counsel, these offices must adhere to the policies, schedules, and instructions to be in compliance with all applicable regulations. Exceptions are not permitted.