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# **Information for 12-Month Faculty and Department Chairs**

## Workdays:

The 12-month pay plan work calendar includes all weekdays that are not designated as holidays on the University's Faculty/Staff Calendar. The calendar is available on the Faculty Affairs & Success home page.

#### Vacation:

Full-time 12-month faculty employees accrue 16 hours of vacation per month, and 12-month faculty employees who work less than full-time accrue vacation credit on a pro rata basis. CBA article 34.7 states that after one full year of employment, 12-month faculty employees must take at least 40 hours of vacation each calendar year. Any part of the 40 hours not taken during the calendar year shall be forfeited as of January 1 of the subsequent year. Refer to the <u>Vacation Accruals and Maximums page</u> for information about maximum vacation balances according to years of service.

#### **Reporting Absences:**

12-month faculty employees are expected to use their vacation hours, sick hours, or personal holiday for any missed workday that is not an observed holiday. All 12-month faculty absences are entered monthly in the University's <u>Absence Management</u> <u>Self Service</u> (AMSS) portal. At this time only 12-month faculty positions report electronically using the absence management system, AY faculty positions should email a signed absence report (with link) to <u>payroll@csuchico.edu</u>. See the <u>Absence Management Self Service</u> (AMSS) FAQs for questions.

#### **Approving Absences:**

12-month faculty employees may be supervising AMSS eligible employees, such as department staff members or other 12-mo faculty employees. In cases like these you will also be required to approve AMSS entries for those direct reports. Any AY faculty that report directly to you will be required to submit an electronic absence report to payroll. Deadlines for these processes can be found on the <u>Campus Calendar</u>.

## **12-Month Paychecks:**

Paychecks for 12-month faculty are paid at the end of each pay period while AY pay is delayed and spread out over six payments per semester. If you are starting your 12-month position at the beginning of a semester in mid-August or January, you will receive a fractional month's salary covering the first day of the semester through the end of August or January. You will also receive residual pay from your AY faculty position for August, making your August pay higher than normal. If/when you leave the 12-month faculty position, you will not begin receiving your AY faculty pay until the end of the September or February pay period, making your monthly pay smaller.

	Department Chair Pay Pay Periods												
Chair starting Fall Semester													
	Aug	Fall Semester					Spring Semester						Fall
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Academic Year Appointment	Residual Prev 1.0 FTE Fall AY	Fall AY	Fall AY	Fall AY	Fall AY	Fall AY	Spr AY	Spr AY	Spr AY	Spr AY	Spr AY	Spr AY	
AY timebase x AY Salary	ck#6	ck#1	ck#2	ck#3	ck#4	ck#5	ck#1	ck#2	ck#3	ck#4	ck#5	ck#6	ck#6
12-month Chair Appointment													
Chair timebase x Chair Salary	Aug 17-31	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Chair ending before Fall													
Semester	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Academic Year Appointment	No	Fall AY	Fall AY	Fall AY	Fall AY	Fall AY	Spr AY	Spr AY	Spr AY	Spr AY	Spr AY	Spr AY	Fall AY
AY timebase x AY Salary	Residual	ck#1	ck#2	ck#3	ck#4	ck#5	ck#1	ck#2	ck#3	ck#4	ck#5	ck#6	ck#6
12-month Chair Appointment Chair timebase x Chair Salary	accraca	-	-	-	-	-	-	-	-	-	-	-	-

During your term as Department Chair/School Director, you will also receive the Department Chair Stipend. This stipend is based on the number of full-time equivalent faculty in your Department/School (see provision 31.29 of the Collective Bargaining Agreement). You and your supervisor should make every effort to use all vacation credit before the end of your incumbency. Any lump sum pay for unused vacation will be charged to your Department/School's budget.

## Additional Employment Limitations:

Faculty employees on the Academic Year (AY) pay plan are allowed to work up to 125% during non-AY workdays (holidays, fall break, winter break, spring break, summer break, etc.). These periods are considered workdays for 12-month faculty employees, and, as such, the amount of allowable additional employment is reduced for 12-month faculty employees. Full-time 12-month faculty employees are only allowed up to an additional 25% timebase of additional work throughout the calendar year.

# **Outside Employment:**

Per CBA 35.2, all 12-month full-time faculty members shall be required to provide a written statement to the appropriate administrator of all outside employment, where such outside employment is expected to amount to more than 120 hours per 3-month period. Faculty members who do not have outside employment, or work fewer than the hours specified, do not need to report outside employment unless requested to do so by the appropriate administrator. Written statements shall be submitted using the <u>Outside Employment Disclosure Form</u> (Appendix G of the CBA). For faculty holding 12-month appointments, the deadlines for submitting the form are July 1, October 1, January 1, and April 1. Outside employment shall not conflict with normal work assignments or satisfactory performance of all duties of the faculty employee.

# Sabbaticals:

The salary of a 12-month faculty employee, including 12-month librarian and counselor faculty employees, on a sabbatical leave shall be in accordance with the following:

- 4 months at full salary
- 8 months at one-half of full salary

The start date of a sabbatical for a 12-month faculty employee with instructional responsibilities shall coincide with the start date of the appropriate academic term. Faculty employees serving as department chairs shall be assigned to the equivalent 12-month or academic year instructional faculty classification for the duration of the sabbatical and do not receive the department chair stipend while on sabbatical leave. If a faculty employee occupies a split position with both academic year and 12-month components, the higher appointment time base will normally be used to establish whether the faculty employee is placed into an academic year position or a 12-month position for the duration of the sabbatical. Upon request of the faculty employee and approval of the appropriate administrator, a faculty employee whose majority appointment is on a 12-month basis may be assigned to an academic year position for the duration of the sabbatical.

If you have any questions regarding these or other aspects of this appointment, please contact <u>FacultyAffairs@csuchico.edu</u> or 530-898-5029.