



## **GENERAL TERMS OF EMPLOYMENT FOR ACADEMIC STAFF MEMBERS**

(Subject to University of Illinois Statutes and the General Rules)

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Academic staff members are subject to policies of the University contained in the University of Illinois Statutes and General Rules Concerning University Organization and Procedure, the UIUC Provost's Communications, the UIUC Campus Administrative Manual, and the UIUC Academic Staff Handbook, all of which are subject to modification from time to time. The following excerpts from the University of Illinois Statutes and General Rules contain some of the important aspects of the terms of employment and are for the information of the appointee. The information below does not purport to be exhaustive. New academic appointees are also directed to the Office of Academic Human Resources (AHR) web page that will give them access to the Statutes, The General Rules, the Academic Staff Handbook, and the Campus Administrative Manual which contain more complete information about the policies referenced below:

**<http://www.ahr.uiuc.edu/policyandprocedure/index.htm>**

## **1. Notification of Appointment from the Board of Trustees**

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The University of Illinois Statutes (Article IX, Section 3.a.) provide that only the Board of Trustees has the authority to make formal appointments to the academic staff. New academic staff members will receive a formal Notification of Appointment (NOA) from the Board once the hiring unit has received from the candidate all documents required to process the appointment. Required forms normally include the online employee information form, the I-9, W-4, and the Authorization for Deposit of Recurring Payments form. Other documents (i.e., resume/vitae, 3 references, etc.) may be required and will be requested as appropriate by the unit.

## **2. Service and Compensation**

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The service basis terms of employment of the academic and administrative staff shall be normally defined as one of the following, and noted on the NOA:

- The academic year which shall consist of two semesters (i.e., 08/16-12/31, and 01/01-05/15);
- Twelve-month basis, including allowable vacation: The annual cycle can span any twelve-month period, but is normally 08/16-08/15;
- The summer session (normally falls within 05/16-08/16);
- Other stated periods (i.e., academic professional employees may also be appointed on a ten-month basis, normally paid over a twelve-month period; others are appointed on a dates indicated basis, etc.)

Compensation for services shall be in twelve monthly installments or on a pro rata basis for shorter periods for all academic staff members. In other words, for services provided over the academic year (08/16-05/15), an academic staff member will be paid over twelve months (08/16-08/15). Certain exceptions to this policy of paying in twelve-monthly installments may include temporary (“visiting”) faculty and academic professionals and adjunct faculty, who may be compensated in monthly installments during the period in which services are rendered.

Members of the staff required to render services during the nine-month academic year may be employed in the summer to provide services for a period not exceeding two months. They will receive, for each month of summer service, additional compensation at the monthly rate of one-ninth of the full-time annual rate paid for services required during the preceding academic year. Such employment may be for longer periods during the summer only upon advance approval. Academic professional staff members appointed on a ten-month basis

may render services for an additional month each year and receive additional compensation at the monthly rate of one-tenth of the full-time annual rate paid for services required during the academic year.

Those required to render services for twelve months, with allowable vacation, shall not receive additional compensation for services rendered during the summer. For staff members rendering services partly on a twelve-month basis and partly on an academic year basis, this regulation applies only to the twelve-month portion.

### **3. Vacation, Holidays, and Sick Leave**

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Academic staff members employed on the twelve-month service basis earn 24 days of vacation as of the first day of each academic year (defined as 08/16-08/15) at the percentage of the appointment. During any partial year appointment, vacation shall be pro rated. If the employee elects to leave employment prior to the completion of service, vacation earnings are pro rated, and the employee will be expected to reimburse the University for any vacation taken that exceeds the time earned. Vacation shall be arranged to accommodate both the convenience of the staff member and the requirements of the unit. Vacation may be accumulated up to a maximum of 48 working days. Vacations taken during the holiday recesses, other than the actual holidays recognized by the University, shall be considered a part of the annual vacation allowance of 24 days. Academic staff members employed on any service basis other than the twelve-month service basis (i.e., nine months, ten months, etc.) do not earn vacation.

Holidays recognized by the University shall be New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and such other days as may be determined by the President of the University. Additionally, academic staff have two "floating" holidays available to them each fiscal (July 1 – June 30) year. Use of floating holidays must be approved by the unit and taken between July 1 and June 30 of any given year. Floating holidays do not carry over into the next fiscal year. Academic staff employed at .5 or greater FTE are eligible for floating holidays.

Academic staff members (with the exception of medical residents and postdoctoral research associates) earn 25 days of sick leave each academic year at the percentage of the appointment, the first 12 of which are cumulative. Additional requirements for cumulative sick leave include participation in the State Universities Retirement System or the Federal Retirement System, and an appointment which meets the state insurance plan health benefit eligibility criteria. In general, the percent time multiplied by the number of months of service divided by 9 must total at least .5. Medical residents, postdoctoral research associates, staff members

on an F-1 or J-1 visa (not classified as Resident Aliens), SURS annuitants, other academic and administrative staff members who are not participants in the State Universities or Federal Retirement Systems, and those who are not benefits eligible, earn sick leave of 13 work days for each appointment year, no part of which will be cumulative. Sick leave, like vacation, is earned on August 16 of each year and pro rated for appointments which are for a partial year.

#### **4. Eligibility for Benefits: Retirement and Insurance**

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An academic staff member will normally participate in the State Universities Retirement System (SURS) if the initial appointment is at least 1% of full-time service for at least four continuous months. Exemptions include those with F-1/J-1 visas (not Resident Aliens) and SURS annuitants. Other exclusions may apply. Hourly employees not participating in SURS must contribute to Social Security unless they elect to contribute at least 7.5% of their salary by enrolling in a defined contribution retirement plan. The Benefits Center will have information about retirement information about the retirement benefit plans, and employees should contact SURS for detailed information about the retirement plan options. Employees who begin employment after July 1, 1998 must choose one SURS option within the first 6 months of employment.

To be eligible to participate in the State Health Insurance Program, an employee must have an initial appointment where the percent time multiplied by the number of months of service divided by 9 totals at least .5 and be eligible for SURS. Temporary employees appointed on a semester-by-semester basis who have an FTE of 100% are eligible to participate as part-time insurance eligible employees. Part-time insurance eligible employees participate by sharing proportionately in the insurance premium cost. Students with appointments, both undergraduate and graduate, and employees with only extra help, or academic hourly appointments, are not eligible for employee health insurance benefits. The Benefits Center will have complete information, and new benefits eligible employees are encouraged to attend one of the Benefits Center's scheduled benefits orientation session, as sign-up for insurance plans must be completed within the first ten (10) days of the new appointment.