Paragraph Insert for Academic Year Service Beginning after 08-16-XX

The following explanation and clarification of salary during an initial/partial year is recommended to follow the first paragraph in the sample letters shown in Attachments 2A-D and in any other offer letters where employment will begin later than 08-16-XX on an academic year (nine months’ service paid over twelve months) service basis:

“Formula” language:

$X Annual Salary / 9 Months = $Y \ [ \ X \text{ divided by } 9 \ ] \text{ Monthly Earnings}

$Y \text{ Monthly Earnings times } \# \text{ Months remaining through May 15} = $Z \text{ Total Earnings}

$Z \text{ Total Earnings} / \text{ Months remaining through August 15} = $\text{Amount [partial month’s pay]} \text{ to be paid on [next regular pay date], and }$\text{[amount]} \text{ Payment Per Month [1st full pay month] through August}

Following is sample language for a situation in which service on an academic year service basis will begin on October 22, 2007 at an annual salary rate of $90,000 per year. During the October 16 through November 15 pay period, there are 23 Monday through Friday days; since service will begin on October 22, a total of 19 Monday through Friday days will be worked. The initial partial month’s pay will be 19/23 or .8261 of a regular month’s pay.

$80,000 \text{ Annual Salary} / 9 \text{ Months} = $8,889 \text{ Monthly Earnings}

$8,889 \text{ Monthly Earnings times 6.83 Months remaining through May 15} = $60,711 \text{ Total Earnings}

$60,711 \text{ Total Earnings} / \text{ Months remaining through August 15} = $5,104 \text{ on November 16, and }$6,178 \text{ Payment per Month November through August}