

**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:

$\$X \text{ Annual Salary} / 9 \text{ Months} = \$Y \text{ [ X divided by 9 ] Monthly Earnings}$   
 $\$Y \text{ Monthly Earnings times \# Months remaining through May 15} = \$Z \text{ Total Earnings}$   
 $Z \text{ Total Earnings} / \text{Months remaining through August 15} = \$\text{Amount [partial month's pay] to be paid on [next regular pay date], and } \$[\text{amount}] \text{ Payment Per Month [1}^{\text{st}} \text{ full pay month] through August}$

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.

$\$80,000 \text{ Annual Salary} / 9 \text{ Months} = \$8,889 \text{ Monthly Earnings}$   
 $\$8,889 \text{ Monthly Earnings times 6.83 Months remaining through May 15} = \$60,711 \text{ Total Earnings}$   
 $\$60,711 \text{ Total Earnings} / \text{Months remaining through August 15} = \$5,104 \text{ on November 16, and}$   
 $\$6,178 \text{ Payment per Month November through August}$