

UIC HR POLICIES AND PROCEDURES

NUMBER
406-04

MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 2
SUBJECT Summer Appointments for Academic Professionals with Nine-Month and Ten-Month Appointments	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To compensate nine-month and ten-month academic professionals who provide services at a time that is outside of their regular contracted academic appointment.

SOURCES AND BACKGROUND

The General Rules Concerning University Organization and Procedure

APPLICABILITY

Nine-month and ten-month academic professionals

POLICY

Academic professionals who render services for the academic year (9 months) may be employed during the summer to teach, perform research, or to provide other services for up to two months at full-time. For each month of such summer service, they must receive additional compensation at the rate of one-ninth of the full-time rate paid for services required during the preceding academic year or the equivalent if they are less than full-time. Summer appointments exceeding two months' time or exceeding two-ninths of the full-time academic year salary must be submitted with the form "Request for Exception to Limit on Summer Appointment." Summer appointments cannot exceed three months and the starting and completion dates of the summer appointments must fall between May 16 and August 15.

Individuals on a ten-month appointment may be eligible for a one-month "summer" appointment at the rate of one-tenth of the full-time rate paid for service required during the preceding appointment year or the equivalent if they are less than full-time. Summer appointments exceeding one-tenth of the full-time academic year salary must be submitted with the form "Request for Exception to Limit on Summer Appointment." This one-month additional appointment would not necessarily fall during the traditional summer months, but would be for service provided during one of the months defined at the time of hire as a non-service period.

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PROCEDURES

RESPONSIBILITY

Department/Unit Head

College

UIC HR Service Center

ACTION

Completes HR Front End transaction for "Add A Job" for the summer appointment and routes it to the College.

Reviews for accuracy and completeness, and assures that the "Exception to Summer Limit" form has been completed, as needed. Routes to UIC HR Service Center.

Reviews, assures the "Exception to Summer Limit" has been completed, as needed, and "applies" the appointment for pay purposes.