ALTERNATIVE APPOINTMENT OPTION FOR ACADEMIC EMPLOYEES

LSU Agricultural Center
Updated 2019

Interested faculty in the professorial ranks may request that their appointment be changed to a 9-month fiscal year appointment while retaining 10 months of salary as described below. The goal is to increase salary levels, generate salary savings, provide an additional incentive for obtaining grants, improve retention, and provide greater flexibility in time off. In all cases, the need to provide appropriate support and service for AgCenter clientele must be a major consideration in determining whether and how an appointment can be altered.

1. Faculty may change to a **9-MONTH FISCAL APPOINTMENT** and retain **10 MONTHS OF SALARY.** For purposes of financial calculations, the 9 months are referred to as budgeted months. These months will constitute the contract with the employee. Salary calculations will be:

   Current 12 month annual salary / 12 = current monthly salary
   Example - $90,000/12 = $7,500 monthly rate

   Current monthly salary x 10 = new annual 9-month salary
   Example - $7,500 x 10 = new annual salary of $75,000 for 9 months
   $75,000/9 = new monthly rate of $8,333

2. A faculty member may work the other three months, which for purposes of financial calculations will be called unbudgeted months. The AgCenter will fund one of those months. The faculty member may use allowable, approved grant funds to pay for the other two months.

3. Upon submission of a proposal, calculations will be made based on that faculty member's salary and those calculations will be the basis for approval by both parties.

4. Sponsored Programs will determine which grant funds are allowable for this purpose.

5. A faculty member must commit to a minimum of one year. Salary savings (one month's salary) will be retained by the vice president's office. Funds will be reserved so the faculty member can convert back to a 12-month appointment at the end of the one year period, or request another one year period under this plan if the plan is extended.

6. The schedule of paid months will be September 1 through May 31, except as noted in Item 7 below. The unpaid months will be June, July and August. Should the faculty member have insufficient funds to cover two months or otherwise want to take leave, the leave must occur during the three unbudgeted months and that schedule must be established in advance by the faculty member in consultation with his/her unit head, subject to approval by the respective program leader(s). The schedule may not be changed during the one year commitment period without program leader approval.

7. Participants do not lose eligibility for salary adjustments (merits, promotions, etc.). However, salaries are not necessarily recalculated when a participant receives a salary adjustment.

8. Employees who participate in this plan will continue to be on a *fiscal year* appointment.

9. The faculty member's request will be in the form of a proposal routed through the unit head (through department head/regional director level) to HRM. HRM will review the proposal based on the program guidelines and after resolving any issues, will route the proposal to the appropriate program leader for approval. The proposal should include the following:

(a) Whether the faculty member plans to take leave without pay for any of the unbudgeted months. If the faculty member does plan to take leave without pay, identify the months affected (must be whole months). ***Faculty who do not plan to be paid for all 12 months must discuss this with the HRM Office. Their payroll record will have to be set up differently to avoid having a negative impact on their retirement plan.***

(b) The source of funds for the unbudgeted months to be paid including the account number if possible.

(c) If the faculty member *does* plan to take leave without pay for any of the unbudgeted months, the following must be answered:

1. How any assigned teaching duties would be handled so that the teaching program isn't compromised.
2. How extension and/or research duties would be handled during the period of leave and how that would impact the research program and/or service to clientele.
3. If the faculty member has supervisory responsibilities, how those responsibilities would be handled during the month(s) of absence.
4. Plans to address any other obligations (e.g., grant reporting commitments, professional association and committee obligations, regional project work, etc.).

(d) Acknowledgement that it is the faculty member's responsibility to notify their unit head and HRM *in writing* at least 30 days in advance (by August 1) if they do not wish to continue in the program. Otherwise they will automatically be continued another year. Also, it is the faculty member's responsibility to provide to their unit head and HRM each year in the month of April the account numbers their two months should be charged to.

10. A joint employee whose primary appointment is in the AgCenter may participate in this plan but the change must be approved by both campuses and the LSU and A&M campus will determine whether to agree to the above salary calculations for the A&M campus portion of salary.

11. Upon termination under this plan, the faculty member's salary will revert to the monthly rate in effect at the time he/she entered the plan, except that if any permanent salary increases were received during the period under this plan, they will be factored in.

12. Employees under this plan are considered full-time employees for purposes of approval of outside employment. Further, outside employment must be approved even if the employment is during unbudgeted, unpaid months.

Requests to participate should be approved by the unit head (department head, regional director or equivalent) and sent to the attention of Elaine Henderson in the HRM Office.