

## **10-Month Staff Positions**

### **Policies**

Indiana University policies provide for the establishment of Staff positions on a 12-month or 10-month basis. Positions in each category, 12- or 10-month, may be established from 50% FTE to 100% FTE, with 100% FTE meaning the incumbent will work at least 40 hours per week.

Positions with standard hours of 40 per week, either 12- or 10-month appointments, are considered full-time for the purpose of determining eligibility for employee benefit plans. Positions with standard hours below 40 are considered part-time for employee benefit plan purposes. (Eligibility provisions for specific benefit plans are located at the UHRS website: [hr.iu.edu](http://hr.iu.edu) )

Staff positions can be initially established as 12- or 10-month appointments or changed to one or the other at a later date. In the event a position is changed from 12- to 10-month, then the incumbent is covered by University Reduction in Force policies; similarly, a reduction in FTE (reduced standard hours) is covered by Reduction in Force policies. If an employee voluntarily requests that her/his position be changed from a 12-month to 10-month status, and there is management agreement, then the University's Reduction in Force policies do not apply.

When a position is changed from 12-month to 10-month status, then the incumbent's base salary would be changed to 10/12s of the position's budgeted base salary.

HRMS system provisions automatically accommodate 10-month exempt Staff positions that coincide with the academic year, August through May. With manual intervention, departments may establish 10-month Staff positions that do not match the academic year. In addition, 10-month Staff positions do not have to be in consecutive months. 10-month Staff positions are based on complete months for salaried Staff and as close to complete months as possible for non-exempt Staff.

University Human Resource Services is available for consultation with departments who are considering changing the appointment period for existing Staff positions.

### **For Salaried, Monthly Paid Staff Positions (PAE Professional)**

There are 2 pay groups for monthly paid Staff employees. Employees in the S12 pay group are paid each month, and those in the S10 pay group are paid from August through May. The HRMS payroll calendar associated with the S10 pay group automatically stops pay during the months of June and July.

### **10-month positions scheduled to work the academic year**

- 1) Position updates:
  - a. New positions:
    - i. Use the Create Position eDoc to create the position.
      1. Set the Work Period to "Weekly – 10 Months (W10)"
      2. Add a note to the eDoc stating that the position will follow the academic calendar

3. Other notes:
    - a. System will default the position to the S10 pay group
    - b. System will use the default HR10 calendar on the job record to stop pay in June and July
  - ii. When processing the Hire Employee E-Doc, set the salary to 10/12 of the salary the position would have if working 12 months.
    1. The CSF Tracker will be updated automatically to reflect the 10-month salary. A budget adjustment document must be created to reflect the base and current budget effects of the change.
- b. Existing positions:
- i. Use the Maintain Position eDoc to modify the position.
    1. Use Action Reason “10-month position”
    2. Change the Work Period to “Weekly – 10 Months (W10)”
    3. Add a note to the eDoc indicating that the position will follow the academic calendar
    4. Other notes:
      - a. System will default the position to the S10 pay group
      - b. System will use the default HR10 calendar to stop pay in June and July
      - c. System will adjust the salary on the job record to be a 10-month salary and will update the CSF Tracker accordingly. A budget adjustment document must be created to reflect the base and current budget effects of the change.
- 2) Note: If the position is full-time (40 standard hours), it will qualify for full benefits. Benefit charges accumulated during June and July will be deducted from the August pay.

**10-month positions NOT following the academic year**

- 1) Position updates:
  - a. New positions:
    - i. Use the Create Position eDoc to create the position.
      1. Set the Work Period to “Weekly – 10 Months (W10)”
      2. Add a note to the eDoc indicating that the position will NOT follow the academic calendar
      3. Other notes:
        - a. System will default the position to the S10 pay group
        - b. System will default to the HR10 calendar which will stop pay in June and July. As part of the final save of the Maintain Position eDoc, final approvers will modify the job data to use the HRNO calendar so pay continues in June and July (this will be done manually until a technical fix for this can be implemented)
    - ii. When hiring into the position, set the salary to 10/12 of the salary the position would have if working 12 months.

1. The CSF Tracker will be updated to reflect the 10-month salary. A budget adjustment document may need to be created depending on the budget available in the account/object balances.
- b. Existing positions:
  - i. Use the Maintain Position eDoc to modify the position.
    1. Use Action Reason “10-month position”
    2. Change the Work Period to “Weekly – 10 Months (W10)”
    3. Add a note to the eDoc indicating that the position will NOT follow the academic calendar
    4. Other notes:
      - a. System will default the position to the S10 pay group
      - b. System will default to the HR10 calendar which will stop pay in June and July. As part of the final save of the Maintain Position eDoc, final approvers will modify the job data to use the HRNO calendar so pay continues in June and July (this will be done manually until a technical fix for this can be implemented)
      - c. System will adjust the salary on the job to be a 10-month salary and will update the CSF Tracker accordingly. A budget adjustment document must be created to reflect the base and current budget effects of the change.
- 2) Use the Short Work Break (SWB) eDoc to stop pay for the 2 months the employee is not scheduled to work (use the Return to Duties eDoc to resume pay at the end of the Short Work Break). Use action reason “10-month position”. Short Work Breaks should be managed in full-month increments. *Note: If the full-months are not consecutive, you will need to do Short Work Break/Return to Duties eDocs for each work break period.*
- 3) Additional notes:
  - a. If the position is full-time (40 standard hours), it will qualify for full benefits. Benefit charges accumulated during the periods of Short Work Break will be deducted from the first pay period following the return to work.
  - b. Since the position will be budgeted for 10 months, failure to complete the SWB eDocs will result in budget deficits for the unit and potential overpayment to employees.

**For Non-Exempt, Biweekly Paid Staff Positions (Support, Service, and PAO/PAU Professional)**

Currently there are two pay groups for biweekly paid staff employees (BW1 and BWP), but they follow a single 12-month pay calendar. Since there is no 10-month pay calendar, all 10-month biweekly positions are to be handled through Short Work Break functionality.

- 1) Position updates:
  - a. New positions:
    - i. Use the Create Position eDoc to create the position.

1. For positions in pay group BW1, set the Work Period to “Weekly – 10 Months (W10)”
      2. For positions in pay group BWP (Sal Plans PAO and PAU), set the Work Period to “Weekly Overtime Eligible – 10 Months (WN1)”
      3. Add a note to the eDoc indicating that whether or not the position will follow the academic calendar
    - ii. When hiring into the position, set the salary to 10/12 of the salary the position would have if working 12 months.
      1. The CSF Tracker will be updated to reflect the 10-month salary. A budget adjustment document may need to be created depending on the budget available in the account/object balances.
  - b. Existing positions:
    - i. Use the Maintain Position eDoc to modify the position.
      1. Use Action Reason “10-month position”
      2. For positions in pay group BW1, set the Work Period to “Weekly – 10 Months (W10)”
      3. For positions in pay group BWP (Sal Plans PAO and PAU), set the Work Period to “Weekly Overtime Eligible – 10 Months (WN1)”
      4. Add a note to the eDoc indicating that whether or not the position will follow the academic calendar
      5. Other notes:
        - a. System will adjust the salary on the job to be a 10-month salary and will update the CSF Tracker accordingly. A budget adjustment document must be created to reflect the base and current budget effects of the change.
- 2) Use the Short Work Break (SWB) eDoc to stop pay for the 2 months the employee is not scheduled to work (use the Return to Duties eDoc to resume pay at the end of the Short Work Break). Use action reason “10-month position”. Short Work Breaks for biweekly staff should be managed in increments of two consecutive pay periods. *Note: If the work break is not for four consecutive pay periods, you will need to do Short Work Break/Return to Duties eDocs for each two consecutive pay period work breaks.*
- 3) Additional notes:
- a. If the position is full-time (40 standard hours), it will qualify for full benefits. Benefit charges accumulated during the periods of Short Work Break will be deducted from the first pay period following the return to work.
  - b. Since the position will be budgeted for 10 months, failure to complete the SWB eDocs will result in budget deficits for the unit and potential overpayment to employees.
  - c. If your employee is **not** on TIME, you will need to adjust the voucher hours for each week to the appropriate amount. The voucher incorrectly prorates the hours for these employees. If your employee is on TIME, no adjustment is needed.