

The Summer Off Option | Guidelines

Summer Off staff positions are available as an alternative to year-round staff positions for departments who wish to make more efficient use of resources during summer periods of decreased activity. Such positions are dependent upon operational and staffing needs, as well as available funding.

Eligibility and Conversion

The Summer Off position status is best suited for non-exempt (hourly) benefits eligible staff positions whose work closely mirrors the academic calendar or can be easily adjusted to better align with the school year. Departments and employees should discuss if this option is a good fit and how they will restructure work to accommodate the summer break.

RECLASSIFYING VACANCIES TO SUMMER OFF POSITIONS

Vacant non-exempt benefits eligible staff positions are eligible for conversion to a Summer Off position with an approved hiring freeze exemption form. Make sure you note on the freeze form that the position you're filling will be converted to a Summer Off position. If the freeze exemption form is approved, HR Compensation & Classification will reclassify the position to a Summer Off nonexempt status.

INCUMBENT CONVERSIONS

Converting an incumbent's position to the Summer Off Option can be initiated by the department or the incumbent. No ePAF form is required to convert an incumbent position to a Summer Off nonexempt status.

If the employee is requesting the conversion, then the employee must first submit an application to their supervisor, and the department then submits the completed application to HR Compensation & Classification, NEL 253, as early as possible before the deadline.

If the department is requesting the conversion, then the department's Vice President and central Human Resources must review and approve. An incumbent whose position is involuntarily changed to Summer Off must be given at least 30 days of notice before the change is effective.

Once the conversion is approved, the department will need to process an electronic Personnel Action Form (ePAF) and submit the ePAF through PeopleSoft.

RETURNING TO YEAR-ROUND STATUS

The department may return a Summer Off position to a year-round position effective July 1 upon providing 45 days of notice to the current incumbent of a Summer Off position. Notice must be sent to HR Compensation & Classification requesting the position number be reclassified to a year-round position, and the department must submit a hiring freeze exemption form for approval. Once processed by HR Compensation & Classification, the department will need to initiate an ePAF to convert the employee back to a year-round staff title.

Appointment and Payroll

Summer Off Staff must be hourly, non-exempt employees. A salaried, exempt position must be reclassified to an hourly, non-exempt position before it can be converted to a Summer Off position.

The Summer Off staff appointment will run for 40 weeks during the fiscal year from August to May. The beginning and ending dates for the 40 weeks will vary from fiscal year to fiscal year and will be posted to the Human Resources website.

Employees in Summer Off staff positions will be paid in accordance with existing university pay policies and procedures. Summer Off participants cannot be paid over 12 months. Additionally, employee payroll general deductions (such as athletic, parking, etc.) will be calculated and withheld over 9 months (40 weeks).

Benefits

The university will continue to pay the employer's share of benefits/insurance costs while the employee is in a non-work status during the summer break. The pay of a Summer Off participant must be enough to cover the employee payroll deductions for benefits. Life insurance and long-term disability insurance will be calculated based on reduced hours and pay (1,440 hours x FTE x hourly rate of pay).

While in a non-work status, the employee:

1. Shall not accrue Paid Time Off (PTO) or Extended Sick Leave (ESL).
2. Shall not be eligible to use annual or sick leave accruals.
3. Shall not be eligible for holiday compensation (Memorial Day or July 4th).
4. Shall not be eligible for unemployment compensation during the break between May and August.

If a Summer Off participant is on Family & Medical Leave Act (FMLA) leave concurrently with their summer break period, the time on FMLA during the break period does not count against their allowed 12-week (480 hours) FMLA leave.

Deductions for insurance coverage during the summer months of a year shall be taken as follows. Refer to the Summer Off Staff Payroll Calendar for the exact schedule of insurance premium deductions.

- Insurance Deductions for July through August will be withheld from the employee's August, September, October, November, and December paychecks.
- Insurance Deductions for January through June will be withheld from the employee's January, February, March, April, and May paychecks.

Deductions for retirement benefits will be withheld from each paycheck over the 40 weeks during the fiscal year from August to May.

Employees who do not return to work during the first pay period of the academic year or terminate during the fiscal year shall have their insurance programs canceled effective the last day for which they had pre-paid a premium. If an employee works through May and notifies the department they will not be returning in the fall, the department must process an ePAF as soon as they are notified so the employee's benefits can be canceled as of June 30.