

Policies of the University of North Texas	Chapter 6
06.012 Payment of Nine-Month Contracts	Faculty Affairs

Policy Statement. Faculty members on nine-month contracts may have the nine-month salary paid over twelve months. Reverting to a nine-month payment basis may occur for reasons described in this policy.

Application of Policy. Faculty and Staff.

Definitions. Annualized compensation: Payment of the nine month salary over twelve months.

Procedures and Responsibilities.

The procedure of payment of a nine-month contract over twelve months is intended for those employees with a stable income expectation. Once an election of annualized compensation has been made, the employee cannot revoke the election prior to the next fiscal year.

The annualized compensation agreement will be automatically renewed each fiscal year without submission of a new pay option form unless there are changes in the annualized compensation program or related laws that require participant renewal. Any decision to revert to nine-month pay for the following fiscal year must be submitted in writing to the Provost Office (faculty) or Human Resources (staff) before the first day of work for the new fiscal year.. The agreement is irrevocable for one year, and any payment agreement requests received after the deadline will not be honored.

Responsible Party: VP Academic Affairs

References and Cross-references. None.

Approved: 05/03/1977
 Effective: 03/02/2015
 Revised: 8/94*; 8/98*, 8/02; 3/15
 *Reviewed with no change
 5/2011 format only