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**PART 307**  
**ADJUSTMENT AND DETERMINATION OF SALARIES OF**  
**PROFESSIONAL SERVICE EMPLOYEES**

Sec.

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**§ 307.1 Definitions.**

Whenever used in this Part:

(a) The term calendar year employee shall mean any person in the professional service having an annual obligation of service for the full year; i.e., 12 months.

(b) The term academic year employee shall mean any person in the professional service having an annual obligation of service for the academic year, as determined by the chief administrative officer or his designee.

(c) The term college year employee shall mean any person in the professional service having an annual obligation of service for any other period less than the full year, as specified in the letter of appointment.

(d) The term professional obligation shall refer to the annual obligation of service of one of the foregoing.

(e) The term base salary shall mean the annual salary of an employee as existing immediately preceding the effective date of any change of such employee's professional obligation.

(f) The term salary adjustment shall mean a change of salary resulting from a change of professional obligation.

**§ 307.2 Eligibility.**

(a) Any academic year or college year employee whose professional obligation is changed to that rendered by a calendar year employee may receive a salary adjustment increasing his base salary by not more than 20 percent of such salary, not to exceed the maximum salary authorized for the position. Such salary adjustment shall be computed after any other annual increase provided pursuant to law.

(b) Any calendar year employee whose professional obligation is changed to that rendered by an academic year or college year employee shall receive a salary adjustment reducing his base salary by not more than 16.67 percent; provided, however, that in no case shall the adjusted salary exceed the maximum salary authorized for the position. Such salary adjustment shall be computed after any annual increase provided pursuant to law.

(c) The provisions of this section shall apply to those cases where a college year obligation of less than 10 months is involved; however, the percentage limitations shall be proportionally adjusted by an amount appropriate to the shorter obligation.

**§ 307.3 Additional service.**

At campuses where balanced calendar operation has been approved by the board of trustees, any academic year employee, subject to the approval of the chancellor of State University, may be required or permitted to render service in excess of such professional obligation. Such approval shall be granted only in unusual circumstances where, in a two-year period, the needs of the campus require professional service beyond the professional obligation normally established for such period. Any academic year employee who performs such additional approved service shall receive additional compensation at not to exceed the following rates:

- (a) for a fifth trimester in any two-year period, an additional one-half of base annual salary;
- (b) for a seventh quarter in any two-year period, an additional one-third of base annual salary.

**§ 307.4 Administration.**

The chancellor of State University is hereby authorized to provide for the administration of these regulations.