



Category:  
HR / Labor Relations

Responsible Office:  
[Human Resources](#)

**Policy Title:**

Less-Than-Calendar Year Appointment, Policy and Procedure for

Document Number:  
8002

Effective Date:  
June 11, 1976

This policy item applies to:  
State-Operated Campuses

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**Summary**

The lengths of appointment available to persons in the professional service are defined by Article XI, Title I of the Policies of the Board of Trustees, as follows.

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**Policy**

**Professional Obligation and Appointment Year**

The term of professional obligation as determined by the campus president or his/her designee, designee, shall be one of the following:

- calendar year obligation -- an annual obligation of service for the full year, i.e., 12 months; or
- academic year obligation -- an annual obligation of service for the academic year, i.e. 10 months; or
- college year obligation -- an annual obligation of service for any period less than the full year, as specified in the letter of appointment.

The college-year obligation as defined above shall be used to define the annual service for all non-instructional professional positions having a less-than-calendar-year obligation.

No persons currently employed on a full-year basis may be involuntarily given diminished annual obligations of service in their present positions. This policy extends to renewals of term appointments. However, savings can be incurred when advantage is taken of the opportunity to change obligations and positions to less than 12 months.

Procedures for conversion, information concerning benefits and information on seasonal positions follows:

**Unclassified Positions**

- Ten-Month Obligation - To simplify the classification of positions having a less-than-calendar-year obligation, it will be necessary for this obligation, in most cases, to be established at ten months with salary ranges reduced by 16.67 percent from the calendar-year limits. The two months off may or may not be consecutive, but in no case shall the unemployed portion of the year be in smaller segments than full months.

- Vacation and Sick Leave - College-year positions will accrue vacation credits at the rate of one and three-quarter days per month for each full month or major fraction thereof of service. Sick leave accruals will similarly be at the one and three-quarter days per month rate. Such accruals can only be used during the ten months of the obligation. These leave rates are negotiable items which may or may not be modified as a consequence of current negotiations.
- Health Insurance - Health insurance coverage under the college-year arrangement is identical to that now carried by calendar-year and academic-year employees. College-year appointees on a 26-pay mode will have the employee contribution deducted biweekly; those on a 21-pay mode can continue coverage by picking up their share during the time they are not on the payroll and may do so through a lump-sum deduction from the paycheck preceding their time off the payroll.
- Retirement - Employer contributions to persons covered under the optional retirement system are based upon salary paid during the year. Credit of a full year for service in the college year appointment is given in the retirement system.
- Procedure - A twelve-month position can be converted to a college-year position by submitting the revised title code and/or obligation code on the position in Human Resource Management System (HRMS).

### **Classified Positions (Seasonal Positions)**

A position in the classified service may be formally designated as less-than-calendar-year only through establishment as a seasonal position. Non-competitive or labor class positions are most adaptable to seasonal treatment. A brief summary of classified service benefits for seasonal positions follows:

- Health Insurance - Fully covered during the season with normal employee contribution rates. Coverage stops at the end of work period, conversion to individual basis is possible.
- Dental Insurance - Fully covered only after six months initial waiting period. Coverage stops at end of season. Cycle repeats annually.
- Retirement - No service credit permitted for periods of time not on a state payroll; eligibility for death benefit continues if employee is not gainfully employed during period of absence from payroll. Other eligibility requirements depend on date of membership and may vary from case to case. Seasonal employees who joined Employee Retirement System (ERS) prior to July 1, 1973 would receive credit for the period of seasonal layoff; seasonals who joined after July 1, 1973 would not receive such credit.
- Contractual Provisions -- Certain provisions of the Civil Service Employees Association (CSEA) agreements are not applicable such as shift and pass-day assignments, compensatory holiday time, scheduling of holiday time off, vacation scheduling, leave for professional meetings and examinations, and employee organization leave.

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### **Definitions**

There are no definitions relevant to this policy.

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### **Other Related Information**

There is no related information relevant to this policy.

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### **Procedures**

There are no procedures relevant to this policy.

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### **Forms**

There are no forms relevant to this policy.

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### **Authority**

[Board of Trustees Policies – College Officers and Organization \(8 NYCRR Part 333\)](#)

## **History**

Memorandum to presidents from the office of the vice chancellor and staff relations, dated June 11, 1976.

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## **Appendices**

There are no appendices relevant to this policy.