

## STATE OF CONT

BOARD OF TRUSHESS
FOR THE STATE COLLEGES

P.O. Box 2008

New Bergard Complete Strategy

TEL, NEW BRITAIN: 203-229 1607 FELL REPORT OF COURSE FRIS

#### RESOLUTION

#### concerning

GUIDELINES FOR DETERMINING THE EFFECTIVE DATES OF
PERSONNEL TRANSACTIONS COVERING TEN-MONTH INSTRUCTIONAL
FACULTY

March 12, 1976

WHEREAS, Public Act No. 75-510 amended Section 3-119 of the General Statutes to require that salaries of full-time permanent employees who are employed on a less than twelve-month basis shall be prorated and paid bi-weekly on a twelve-month basis, and

WHEREAS, Said change in the provisions of Section 3-119 necessitated changes in State College personnel and payroll procedures as they apply to ten-month instructional faculty, and

WHEREAS, It is essential that there be proper coordination between effective dates used for payroll transactions and effective dates used in various personnel documents, be it

RESOLVED, That the Board of Trustees for the State Colleges adopts for the use of the State College System the guidelines set forth in the addendum to this resolution.

Certified True Copy:

James A. Frost

Chief Executive Officer

# Guidelines for Determining the Effective Dates of Personnel Transactions Covering Ten-month Instructional Faculty

- In order to have proper coordination with payroll procedures established for tenmonth instructional faculty under the twelve-month bi-weekly pay requirement, it will be necessary to adhere to the following guidelines in completing documents and forms relating to personnel transactions. These will include such things as Personnel Changes, Employment Contracts, Report of Personnel Transactions (SC-1), and miscellaneous personnel and payroll forms.
  - 1. The effective date of appointment or return from leave will be
    the first day of the semester, or the first day of assignment
    if the hiring or return occurs after the beginning of a semester.
  - 2. The effective date of approved leave for a full academic year or for a full semester will be the first day of the first (or only) semester during which the employee is on leave. The first day of release from assignment will be the effective date for an employee going on leave after the beginning of a semester.
  - 3. The effective date of termination of services, if at the end of a complete academic year, will be as of the close of business (c.o.b.) on the 217th payroll day of that year (completion of period of obligation), or, if at the end of a single completed semester, will be as of mid-day of the 109th payroll day of that semester. The close of business on the last day of assignment will be the effective date for an employee terminating before the end of a semester.
  - 4. The effective date of a change in status (promotion, hours of work, etc.)
    will be the first day of assignment in the new status.

## Page 2

an employee must terminate shortly before completion of the semester's assignment or during the interval between such completion of assignment and the final obligatory day of the semester, and if the College President believes that the circumstances warrant paying the employee beyond the last day of the employee's availability for assignment, such later date, within the period of obligation, as shall be designated by the President will be the effective date of termination.

SUGGESTION COMMITTEE SAY: Improve Your Own Condition; Earn Cash and Recognition: Send in a Suggestion!

## Interdepartment Message

STO-200 REV. 5/73

SAVE TIME: Handwritten messages are acceptable.

Use carbon if you really need a copy. If typewritten, ignore faint lines.

	N AME	TITLE	DATE	
<b>1</b> 0	Mr. Thomas Egan	Personnel Officer	June 24, 1976	
	AGENCY	ADDRESS		
	Southern Connecticut State College	501 Crescent St., New Haven,	Ct. 06515	
	NAME	TITLE	TELEPHONE	
From	Arnold W. Boynton	Associate for Fiscal Affairs	229-1607	
	AGENCY	ADDRESS		
	Board of Trustees-State Colleges	P.O. Box 2008, New Britain, (	Ct. 06050	
SUBJECT	· · · · · · · · · · · · · · · · · · ·			

Payroll procedures for termination of ten-month administrators.

This is in response to your letters of April 1 and June 1, 1976 concerning procedures for ten-month administrators at time of reassignment, resignation or retirement. I've talked with Dr. Ritchie about your question and it was decided that, because of the pressure of other business and because of the need to obtain answers for several related questions, it would be best for this year to follow, to the extent possible, the procedures established for ten-month instructional faculty.

Arnold W. Boynton

Associate for Fiscal Affairs

AWB:pm

cc: President Jennings Vice Pres. Scheuerman

SAVE TIME: If convenient, handwrite reply to sender on this same sheet.





## STATE OF CONNECTICUT

### BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607

TEL. HARTFORD: 203-566-7373

March 24, 1976

#### TO THE COLLEGE PRESIDENTS:

Dr. Robert M. Bersi (WCSC)

Dr. F. Don James (CCSC)

Dr. Manson Van B. Jennings (SCSC)

Dr. Charles R. Webb (ECSC)

Attached please find copies of SCR#76-13 and SCR#76-14 in sufficient number for your office and your Vice President for Administrative Affairs.

James A. Frost

Executive Secretary

JAF/b encl.

## Interdepartment Message

STO-201 REV. 3/73 STATE OF CONNECTICUT

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rom	AGENCY AUDRESS							
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