TEMPORARY SUMMER COMPENSATION FOR EMPLOYMENT OF 9, 10, OR 11 MONTH STAFF MEMBERS

I. OBJECTIVE

The purpose of this procedure is to define the terms and conditions under which a 9, 10, or 11 month employee may work during their non-working summer months.

II. EFFECTIVE DATE

This policy is effective upon receipt and supersedes all previously issued policies.

III. APPLICATION

This procedure applies to all non-exempt hourly and salaried and exempt employees.

IV. ADMINISTRATION

An employee who normally holds a 9, 10, or 11 month assignment may be offered and choose to accept a temporary summer assignment working in the same or another department. In these cases, the employee will be paid according to the duties and responsibilities of the summer position, not the current rate of pay for the normal position.

V. BENEFITS

Employees in these situations do not accrue Paid Time Off (PTO) nor are they paid for holidays during the summer position. Pension contributions will not be provided for the summer position.

VI. COMPENSATION

A Human Resource representative will discuss with the hiring supervisor(s) the duties and responsibilities of the position and establish an hourly rate for the job.

Return to Policy Index
Return to Human Resource Home Page