

Prepared by the Personnel Management Office.
This is a new Administrative Procedure.

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CLASSIFICATION AND COMPENSATION

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A9.220 LUMP SUM PAYMENT OF PRORATED SALARY UPON TERMINATION

1. Purpose. To promulgate lump sum payment of prorated salary for faculty upon completion of their assignments.
2. Applicability/Responsibility. This procedure applies to all instructional type of employees that have completed their assignment prior to a 12 month period. The department of the employee seeking lump sum payment of prorated salary upon termination is responsible for submitting the necessary documentation. The University Personnel Office will review the forms for accuracy and process them to the Disbursing Office.
3. Appointment Periods. Appointment periods for nine-month employees are six months for one semester and 12 months for an academic year. However, teaching assignments may be completed four and one-half months after the beginning of the semester and lump sum payment of prorated salary may be made at the completion of the assignment.
4. Procedure. Indicate under remarks (item #43) on the SF-5B, "Prorated salary through (month) (day) to be paid in lump sum". Attach two copies of a memorandum request for lump sum payment to the SF-5B. The University Personnel Office must receive notification of such a request four weeks in advance of the date lump sum payment is requested.