



# Academic-Year Staff Appointment Guidelines

## No. 4040

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**Affected Parties:**  
Staff

<b>1.0 Purpose</b>
<b>2.0 Policy</b>
<b>3.0 Procedures</b>
<b>4.0 Definitions</b>
<b>5.0 References</b>
<b>6.0 Approval and Revisions</b>

## 1.0 Purpose

The purpose of this policy is to establish guidelines for the management of full-time staff positions with employment periods of less than twelve months.

## 2.0 Policy

Appointments may be nine-, ten-, or eleven-month full-time appointments within the traditional academic year established by the university.

### 2.1 Conversion Criteria

1. Appointing authorities (department heads, deans, directors and vice presidents), in consultation with the Division of Human Resources, are solely responsible for the identification of positions to be converted to academic-year staff positions, and for determining the specific work schedule within established guidelines.
2. When considering a conversion of a position to an academic-year appointment, a work unit (department) with multiple positions in the same role title and pay band performing the same or similar duties may allow interested employees to volunteer. If no volunteers are identified, management will offer the appointment on a university seniority basis within the work unit. Finally, if no offer is accepted, the least senior employee's position will be converted.
3. Filled positions to be converted must have the voluntary agreement of the current incumbent of the position or the incumbent shall be given six months' advance notice. If no satisfactory alternative is identified within the six-month notice period, the incumbent will become an academic-year employee. In the event that a full-time position is converted to an academic-year appointment, the Office of the Attorney General of Virginia has determined that the incumbent will not be considered to be in a layoff situation.
4. The probationary period of an academic-year appointment will be extended if the interval of time when the staff member does not work falls within the probationary period.

Example: The employee is hired in March; the interval of time not worked for this employee is May 10 to August 9. At this point the employee will not have completed the twelve-month probationary period; therefore, the probationary term is halted during the time off. When the employee returns to work, the probationary period will commence again and be extended by the amount of time off in order to meet the minimum twelve-month probationary requirement. The Division of Human Resources will notify the supervisor and employee of the revised probationary end date.

5. An academic-year appointment requires 1.0 full-time equivalent (FTE) position allocation and is counted as 1 FTE appointment.



## Virginia Polytechnic Institute and State University

6. Senior managers may identify alternatives for employees who wish to remain on a 12-month appointment (such as transfer to another position at the same pay band and role title).
7. Vacant positions or positions becoming vacant during the year which meet the conversion criteria may be changed to less-than-twelve-month appointments prior to the beginning of the recruitment process.
8. Once converted, the position will remain an academic-year appointment unless workforce needs dictate that management restore the position to twelve months. Employees should be given as much notice as possible, with a minimum of 90 days' advance notice, before the position is restored to a twelve-month position.

### 2.2 Conditions for Academic-Year Staff Employment

1. Salaried employees are designated as “full time” if they are scheduled to work a minimum of 40 hours per week for at least nine months of each calendar year.
2. The annual salary for the employee will reflect compensation only for months worked. For example, a twelve-month position converted to nine months would be seventy-five percent of the annualized twelve-month salary, which will be paid over the twelve-month pay period.
3. Employer contributions for health and life insurance coverage will continue year-round for eligible employees.
4. Employee contributions for insurance (health, long term disability, and accidental death and dismemberment) will be made over 12 months.
5. Academic-year staff employees will continue to earn 12 months of retirement service credit.
6. Under the Standard Sick Leave Plan, annual, sick, and holiday leave shall be earned/accrued only during the academic year or the prescribed employment period. Under the Virginia Sickness and Disability Plan, sick and personal leave is granted at the beginning of the calendar year; unused balances will be reserved until the employee returns to work. Please reference the [Division of Human Resources Leave website](#) for details.
7. All other staff personnel policies will apply.
8. Employees may work on an hourly wage basis during the time they are off.

## 3.0 Procedures

### 3.1 Establishment of the Position or Change of Existing Position

To establish or change an existing position to an academic-year appointment, the department head must submit a completed [P3A \(Staff and Faculty Actions or Change of Status\) form](#) to the Division of Human Resources. If duties have changed, a revised position description must be submitted to the Division of Human Resources.

Current and new employees will be informed of their academic-year appointment type by their departmental administrative office.

Deferring pay will result in lower pay each pay period. It is recommended that conversions to academic-year appointments occur on August 10 (the start of the academic year). Conversions which occur later in the academic year usually result in a significant impact to the employee's monthly take-home pay during the year of conversion because a larger proportion of pay must be deferred to cover the time they are off. Departments should contact the Division of Human Resources to obtain anticipated per-pay calculations for conversions.



## 4.0 Definitions

### Academic-Year Schedule:

- Nine-Month Schedule of Work: August 10 through May 9
- Ten-Month Schedule of Work: August 10 through June 9
- Eleven-Month Schedule of Work: August 10 through July 9

**Deferred Pay:** Persons on academic-year staff appointments are required to have their salary spread over 12 months.

**Staff:** Defined as salaried non-faculty employees and includes Classified Staff and University Staff. Effective July 1, 2006, the university will have two groups of salaried non-faculty employees: those covered by the Virginia Personnel Act and Department of Human Resource Management policies (Classified Staff), and those covered under University Human Resources policies (University Staff). All new salaried non-faculty staff, including transfers from other state agencies, hired on or after July 1, 2006, are hired as University Staff and will be covered under University Human Resources policies.

## 5.0 References

Human Resources Forms

<https://forms.apps.hr.vt.edu/>

## 6.0 Approval and Revisions

- Revision 0  
Approved August 24, 1995, by Associate Vice President for Personnel and Administrative Services, Ann Spencer.
- Revision 1  
Changes to some dates.  
Approved August 28, 1996, by Associate Vice President for Personnel and Administrative Services, Ann Spencer.
- Revision 2  
Deletion of availability of the special appointment for schedules other than for the academic year.
- Revision 3
  - 2.0. Positions may be nine- or ten-month appointments within the academic year schedule.
  - 2.1. Additional information that a special term/academic-year appointment requires 1.0 full time equivalent (FTE) position allocation and is counted as 1 FTE appointment.
  - 2.2. Additional information on the Sickness and Disability Plan effective January 1, 1999, and the retention of sick and personal leave balances during time not worked.Approved February 3, 1999, by Assistant Vice President for Personnel Services, Linda S. Woodard.



## Virginia Polytechnic Institute and State University

- Revision 4
  - 2.1. Under Conversion Criteria, the reference to the Signature Authorization Guide was deleted; this guide is now an internal working paper.
  - 2.1 Number 4. Change references of a six-month probationary period to twelve-month probationary period to reflect change as a result of the 2001 Pay Plan Reform.
  - 3.1. The name of the form to establish an academic-year position has been changed from Position and Performance Activity Form to Position Activity Form P112.

Approved June 25, 2001, by Assistant Vice President for Personnel Services, Linda S. Woodard.

October 30, 2001: Technical corrections to update policy links.

- Revision 5
  - Section 2, Guidelines Clarification of the academic-year schedule is given as two options, a nine-month or ten-month schedule.
  - Section 3.1, Establishment of the Position or Change of Existing Position, the Position Activity Form has been renamed Employee Work Profile P112 as a result of the Pay Plan Reform implemented in year 2000.

Approved March 11, 2002 by Vice President for Budget and Financial Management, M. Dwight Shelton, Jr.

- Revision 6

Section 2, Guidelines: Provides for alternate special-term schedules to be established by the administration, including 11-month appointments; clarifies Senior Management option to consider transfer opportunities for employees who prefer to retain a 12-month appointment.

Approved December 16, 2002 by Vice President for Budget and Financial Management, M. Dwight Shelton, Jr.

- Revision 7
  - October 20, 2006 – Technical revisions include University Staff in accordance with resolution approved by the Virginia Tech Board of Visitors June 12, 2006 to cover University Staff under policies identical to the current human resources policies until the new human resources system is developed.
  - Policy title changed from “Special Term Classified/Academic-Year Appointment Guidelines” to “Special Term Staff/Academic-Year Appointment Guidelines.”

- Revision 8

Technical revision to Section 3.1 to indicate that the position description is submitted to Human Resources through PeopleAdmin.

Approved January 18, 2010 by Vice President for Administrative Services, Sherwood G. Wilson.

- Revision 9
  - Removed reference to special-term appointments throughout document, including title.
  - Section 2.2.2, Conditions of Academic-Year Staff Employment, updated conditions to reflect that employees are required to defer their pay over 12 months and that contributions for insurance would be collected during that period of time.



## Virginia Polytechnic Institute and State University

- Section 3, Procedures – updated form name and link to P3A-S. Added information for timing of conversions to academic be effective August 10 to minimize the impact to employee's take-home pay.
- Section 4, Definitions – added definition of eleven-month appointment.

Approved January 19, 2017 by Vice President for Administration, Sherwood G. Wilson.

- Revision 10
  - Technical updates to references.
  - Section 3.1: Clarified impact of conversion occurring later in the academic year on an employee's take-home pay.

Approved November 25, 2019 by Vice President for Human Resources, Bryan Garey.

- Revision 11
  - Technical updates to references, weblinks, and formatting.

Approved April 2, 2024 by Vice President for Human Resources, Bryan Garey.