



3344-74-01 Nine and ten month contract option for professional and classified staff.

- (A) In addition to twelve-month full-time positions, Cleveland state provides nine- and ten-month full-time professional and classified staff contracts to some of its staff. Under this option the following general policies and specific issues for professional and classified staff shall apply.
- (B) Policy
 - (1) Nine and ten-month full-time positions (“nine/ten positions”) shall be available to both classified and professional staff. Part-time nine/ten positions shall not be available under the policies and conditions noted in this rule.
 - (2) A nine/ten employee working one hundred per cent time (forty hours per week) shall be considered a full-time employee (“nine/ten employee”).
 - (3) CSU shall provide the full complement of fringe benefits to employees in nine/ten positions. Waiting periods for vision/dental coverage and fee waiver benefits apply to nine/ten employees.
 - (4) Current fee waiver/staff development policy requires that the employee be actively employed to receive benefits. If a nine/ten employee has received a contract for the following academic year, the employee may utilize the fee waiver/staff development program in the summer.
 - (5) No PERS service credit shall be earned during the summer by a nine/ten employee, unless the employee has a supplemental contract earning at least two hundred fifty dollars per month.
- (C) Full-time professional staff employees

- (1) Nine/ten month employees shall accrue vacation at the rate of 7.4 hours per pay period, but shall only accrue vacation for the length of their nine/ten contract. If a nine/ten employee has an additional assignment over the summer, the employee shall accrue additional vacation on a pro-rated basis (based on full-time employment stated in contract) for the length of the additional assignment.
 - (2) Vacation may only be used during the time the nine/ten employee is scheduled to work during the term of the primary employment contract.
 - (3) The maximum vacation accrual that may be carried over beyond June thirtieth by nine/ten employees shall be the same as for all other full-time contract employees. That limit is currently thirty days.
 - (4) Nine/ten employees shall accrue sick leave at their current rate of 5.0 hours per pay period, but shall only accrue sick leave for the length of their nine/ten contract. If a nine/ten employee has an additional assignment over the summer, the employee shall accrue additional sick leave on a prorated basis (based on the fte stated in the contract) for the length of the additional assignment.
 - (5) There is no limit to the amount of carry-forward sick leave for nine/ten employees.
 - (6) Nine/ten employees shall have the option of having their salary paid over nine, ten, or twelve months.
- (D) Full-time classified employees
- (1) After the first year of employment, nine/ten employees shall earn vacation at the full-time rate, but shall only accrue vacation for the length of their nine/ten assignment. If a nine/ten employee has an additional assignment over the summer, the employee shall accrue additional vacation on a pro-rated basis based on hours in paid status for the length of the additional assignment.

- (2) Vacation may only be used during the time the employee is scheduled to work during the term of the primary assignment.
- (3) The maximum vacation accrual that may be carried over beyond June thirtieth by nine/ten employees shall be the same as for all other classified full-time employees, that limit is thirty days.
- (4) Nine/ten employees shall accrue sick leave at their current rate, 4.6 hours per pay period, but shall only accrue sick leave for the length of their nine/ten assignment. If a nine/ten employee has an additional assignment over the summer, the employee shall accrue additional sick leave on a prorated basis based on hours in paid status for the length of the additional assignment.
- (5) There is no limit to the amount of carry-forward sick leave for nine/ten employees.
- (6) Nine/ten classified employees shall not have the option of having their earnings paid over twelve months.
- (7) Nine/ten employees who earn their step or longevity increase during the summer shall have that step or longevity count incremented during the summer. Upon return to work in the fall, they shall be paid at their new rate of pay.

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