Paragraph Insert for Academic Year Service Beginning after 08-16-XX

The following explanation and clarification of salary during an initial/partial year is recommended to follow the first paragraph in the sample letters shown in Attachments 2A-D and in any other offer letters where employment will begin later than 08-16-XX on an academic year (nine months’ service paid over twelve months) service basis:

# “Formula” Language

* $X Annual Salary / 9 Months = $Y [X divided by 9] Monthly Earnings
* $Y Monthly Earnings times # Months remaining through May 15 = $Z Total Earnings
* Z Total Earnings / Months remaining through August 15 = $Amount [partial month’s pay] to be paid on [next regular pay date], and $[amount] Payment Per Month [1st full pay month] through August

Following is sample language for a situation in which service on an academic year service basis will begin on October 22, 2007 at an annual salary rate of $90,000 per year. During the October 16 through November 15 pay period, there are 23 Monday through Friday days; since service will begin on October 22, a total of 19 Monday through Friday days will be worked. The initial partial month’s pay will be 19/23 or .8261 of a regular month’s pay.

* $80,000 Annual Salary / 9 Months = $8,889 Monthly Earnings
* $8,889 Monthly Earnings times 6.83 Months remaining through May 15 = $60,711Total Earnings
* $60,711 Total Earnings / Months remaining through August 15 = $5,104 on November 16, and
* $6,178 Payment per Month November through August