

PERSONNEL

Personnel

Conversions (6.11)

PURPOSE

The purpose of this policy is to outline standards that apply to the modifications of an employee's type of appointment and/or the receipt of an administration stipend.

POLICY

The Personnel Action Request Form (PARF) must clearly indicate the amount of an administrative stipend associated with additional administrative duties and must state that the stipend, along with any subsequent increase based on the stipend, will be removed upon relinquishing of the additional administrative duties. An administrative stipend may be awarded to an employee, a faculty member, who moves from a nine month-status (academic) to a twelve-month status (fiscal). The stipend or award would be removed when an employee or faculty member moves from a twelve-month status to a nine-month status.

PROCEDURE

Academic Year Conversion

Conversion of an academic year (9 month appointment) to a fiscal year (12 month appointment) shall involve the following salary computation. The standard academic to fiscal conversion factor shall be 1.25 times the academic year base salary. Any additional monetary stipend to be awarded with the assumption of administrative duties associated with the change in status shall be added subsequent to the conversion. Such stipend shall be removed upon relinquish of administrative duties.

Example (no administrative stipend included)

Academic Base Salary \$30,000
Standard Academic to Fiscal Conversion Factor x 1.25
Fiscal Base Salary \$37,500

Example (administrative stipend included)

Academic Base Salary \$30,000
Standard Academic-to-Fiscal Conversion Factor x 1.25
Fiscal Base Salary \$37,500
Administrative Stipend \$3,000

Total Fiscal Salary\$40,500

When an administrative stipend is added for additional duties for an academic appointment, the amount of the administrative stipend should be added after the computation outlined.

FiscalYear Conversion

Conversion of a fiscalyear appointment to an academicyear appointment shall involve the following salary computation. The standard fiscal to academic conversion factor shall be 80 percent of the fiscalyear base salary. Any monetary stipend which may have been awarded with the assumption of administrative duties associated with the fiscalyear position shall be removed prior to the conversion, provided that such administrative duties are being relinquished.

Example (no administrative stipend to be removed)

Fiscal Base Salary\$37,500
Standard Fiscal to Academic Conversion Factorx.80
Academic Base Salary\$30,000

Example (administrative stipend to be removed)

Fiscal Salary\$40,500
Minus Administrative Stipend3,000
Fiscal Base Salary37,500
Standard Fiscal to Academic Conversion Factorx.80
Academic Base Salary\$30,000

When the additional administrative duties are relinquished, the amount of the administrative stipend stated on the original PARF, plus any increase applied to the stipend should be removed from the 12-month salary before applying the 80 percent conversion factor to return to an academic-year salary if applicable.

All salary conversions shall reflect appropriate Statelegislated, Tennessee Board of Regents-approved increases for the fiscal or academic year.

REFERENCE

None