

Payment Plan for Faculty and Professional Employees Hired on a 12 Month Contract

Faculty and Professional employees who are hired to work 12 months per year are paid once per month on the last business day of the month.

Pay for partial months are pro-rated based on the number of working days for that month.

Benefits:

- Employees in qualifying positions are eligible for insurance contributions. Contributions begin the first of the month following the date of hire and receipt of benefit forms.
- Employees are eligible for retirement contributions after 6 full months of employment and 600 work hours.

I have read and understood the Payment Plan for Faculty and Professional Employees Hired on a 12 Month Contract.

Signature

Date

Printed Name

SS# or ID#