

2009 SUMMER EMPLOYMENT

Employment Dates – All Campuses

All academic-year staff who are employed during the summer will be appointed to the "Summer Payroll," and will be paid according to the 2009 Summer Employment Calendar for Academic-Year Employees. Scheduled pay dates have been established in accordance with the OnePurdue schedule. The number of days in each pay period for Summer Session varies for each campus. Refer to the 2009 Summer Employment Payroll Calendar for each campus for days included in each pay period.

The following Shared Services Center website contains a link to the summer calendars for each campus:

<http://www.purdue.edu/hr/SSC/training.html>

Use the 2009 Summer Pay Calculator for all summer assignments.

- Executive Memorandum C-26 states the total summer employment for an academic-year staff member is not to exceed a total of **twelve (12) full-time weeks (60 days)**.
 - http://www.purdue.edu/policies/pages/human_resources/c_26.html
- Refer to the 2009 Guidelines for Summer Session Support issued by the Provost at the following website:
 - http://www.purdue.edu/provost/shtml/documents/Summer_Session_Guidelines_09.pdf
- **Holidays are counted in the total number of days eligible to be paid.**
- If an academic-year staff member is employed at a campus other than his/her home campus, payment is calculated and paid in accordance with the rules regulating summer employment at the employing campus.
- The Effective Date of 2009-10 budget increase is with Pay Period #7 (July 1, 2009).

Graduate Students

- 2008-09 salaries for graduate students employed on an academic-year basis will be effective as stated in Executive Memorandum C-26 or in accordance with an effective date established by a department or school/area. **There will be no limit to the number of weeks an academic year graduate student staff member may work during the summer.** All other policies can be found in the Graduate Student Employment Manual.
 - http://www.gradschool.purdue.edu/downloads/Graduate_Student_Employment_Manual.pdf

- If a person is appointed as a faculty member at the rank of instructor or above, he/she will be ineligible for a graduate student staff appointment in the fall or thereafter, unless an exception is approved by the Dean of the Graduate School.

Overload Assignments

- Overload payments may be made for Conference Operation activities and for Non-Conference Operation activities that exceed the 2.5% per week maximum to academic-year employees when it is determined that the summer overload payment follows existing guidelines as outlined in Executive Memorandums C-18, C-26, and C-40.
- Executive Memorandums C-18 and C-40 limit total overload employment by any AY staff member to 25% of their academic salary.
 - http://www.purdue.edu/policies/pages/human_resources/c_18.html
 - http://www.purdue.edu/policies/pages/human_resources/c_40.html

Summer Intensive Instructional Activities

- Summer instructional activities may be compressed into a time period that requires effort to be shown as exceeding the normal full-time load. Therefore, summer intensive instructional activities may be recognized by compensation in excess of the normal full-time compensation rate. In these situations the % of full-time would be greater than 100%.
- The policy and guidelines concerning summer intensive instructional activities can be found in Executive Memorandum C-40.
 - http://www.purdue.edu/policies/pages/human_resources/c_40.html