

# Proposal to Amend WKU Faculty Handbook: Substantive Change

## 11-2017 Salary and Paychecks:

*Substantive change is defined as addition, deletion, or revision of policy or procedure.*

Contact Name: Richard C. Miller

Date Submitted: 08/31/16

Contact Email address: [richard.c.miller@wku.edu](mailto:richard.c.miller@wku.edu)

Contact Phone number: 745-5468

### 1. Type of Change:

- Addition: Where possible, identify the section of the handbook to which addition is proposed:
- Deletion: Identify the section of the handbook from which deletion is proposed:
- Revision: Identify the section of the handbook to which revision is proposed: IX.H.

2. Proposals should be made in the form of text intended as an addition to or a replacement of, in whole or in part, some current section of the Faculty Handbook.

### Current wording:

#### **Section in the 22<sup>nd</sup> edition of the Faculty Handbook (current edition):**

**XII.B. Salary and Paycheck:** Faculty members are typically employed on a nine-month basis and receive salary for that term of employment in twelve installments payable on the last business day of each month. The academic year runs from August 16 to May 15 with payments made July 1 to June 30. Paychecks are directly deposited per faculty authorization. New faculty members employed by August 15 receive their first paycheck at the end of August and receive 2/12 of the annual salary at that time. Salary and paycheck information may be obtained of the employee services page of Topnet.

### Proposed wording:

**XII.B. Salary and Paycheck:** Faculty members are typically employed on a nine-month basis and receive salary for that term of employment in twelve installments payable on the last business day of each month. The academic year runs from August 16 to May 15 with payments made July 1 to June 30. Paychecks are directly deposited per faculty authorization. New faculty members employed by August 15 receive their first paycheck at the end of August and receive 2/12 of the annual salary at that time. Salary and paycheck information may be obtained **on** the employee services page of Topnet.

While the work plan covers 9 months, all faculty are paid over 12 months beginning July 1 through June 30. Because of this, salary and benefit payments received for both pay periods in July and the first pay period in August are made *in anticipation* of effort to be expended in the upcoming academic year, and are therefore considered advance payments (paid but not earned).

When the employment of a faculty member terminates, the faculty member shall pay to WKU any salary advance received and not earned. ~~The payment to WKU shall be made in accordance with the Payroll department's standard~~

process for the recovery of overpayments. The faculty member will receive notification from the Office of Human Resources indicating the amount and terms of repayment.

Policy X-XXXV provides more specific information on this item.

3. Rationale for amendment: To clarify how faculty compensation is affected by resignation from the University.