To meet department needs, positions may be designated as 9-10 month positions. The work schedule may be for a defined period, generally including the fall semester through the spring semester. Or, the work schedule may be for the fall semester and spring semester, with a break between semesters. Following are procedures for administering 9-10 months positions:

1. Creating 9-10 months positions

   The department will determine the feasibility for 9-10 months position based on an analysis of business operational requirements and financial/budget considerations. The analysis will include the number of positions needed, job titles, work locations, work schedule (9 or 10 months), and full-time or part-time status. Consulting with human resources staff, the department administrator is responsible for obtaining appropriate departmental/divisional approval. During the annual budget planning cycle, there should be an assessment of the 9-10 months positions.

2. Position description

   The position description should identify the work schedule (9 or 10 months) and regular full-time or part-time status.

3. Wages

   a. Employees will only be paid during the working period.

   During non-work periods, the department must place the employee on an official leave without pay.

   b. An annual salary review date is established. Annual salary adjustments are calculated on the working period (9 or 10 months).

4. Introductory period

   The non-work period does not count toward the introductory period.

5. The offer letter should state the period of employment and the employee will be returned to the same position following the non-work period.

6. Identify the University property given to the employee – phone, computer, iPad, Blackberry, etc.

7. Benefits

   a. During the non-working period, the employee is responsible for paying the employee’s premium cost and the University will pay the employer’s share. The employees will be billed for the benefits premium.
b. After meeting eligibility to participate in the retirement program, the University contribution is made on base wages paid.

c. Employees can contribute voluntarily to the 403(b) retirement plan only during periods they are in a paid status.

d. If the employee becomes eligible for short and/or long term disability while in a paid status and the claim is approved, the benefits will continue during non-work time.

e. The non-work time counts toward vesting.

8. Leave

a. Vacation and sick leave will not accrue when the leave without pay is for more than 11 working days during a month.

b. The sick and vacation leave balance at the beginning of the non-work period will be retained and reinstated when the employee returns to work.

c. Employees will not receive holiday pay for holidays occurring during non-work periods.

d. There is no other paid leave during non-work periods – jury duty, funeral, military, etc.

e. For Family and Medical Leave eligibility, hours worked count toward the 1250 hours requirement and the non-work period counts toward the twelve months requirement.

9. Other benefits

a. The Faculty and Staff Assistance Program and WorkLife Programs are available to eligible employees.

b. Tuition grant, tuition remission and tuition reimbursement are available to eligible employees.

c. Staff development courses, training and education programs are available to eligible employees.

d. Employees are eligible for library and sports center programs.

10. An employee cannot work for any Johns Hopkins University department during the non-work period.

11. An employee is not permitted to perform work of any kind related to their position during the non-work period, including e-mail, computer use, business related correspondence, etc.

12. When the employee returns to a paid status, confirm the home address, phone number and contact information and have the employee sign a confidentiality statement if appropriate.