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March 29, 2011

RE: 20/26 Pay Option

Dear Colleague:

APSCUF initiated discussions and an agreement was reached at State Meet and Discuss to open an **annual** window period for nine-month faculty who are interested in changing their pay option. Prior to this agreement, the only time a window to change pay options was opened was once per every new contract, usually every three to four years. This year, faculty members may change from 20 to 26 pays and vice-versa during a window period that will be open from April 1, 2011 to April 30, 2011. The change will be effective with the first paycheck of the fall 2011 semester.

**Please note that this is the only window that will be opened during this academic year.**

Faculty members must be aware of some facts when contemplating the decision to change their pay options. First, all faculty members who change from 26 pays to 20 pays and who have a conversion pay liability must repay the conversion pay that was advanced when the after-the-fact pay statute was implemented. Simply stated, faculty who received and have not repaid the conversion pay and move from 26 to 20 pays will receive a small paycheck on the first pay date of the fall 2011 semester, which will be September 23, 2011. This check will represent the difference in the gross amount of their salary effective fall 2011 minus their conversion pay liability.

Second, faculty must be aware that all pay option changes must be implemented manually into the computer. PASSHE has informed APSCUF that delays and errors may occur as the changes are processed into the computer. For these reasons, PASSHE has stated that it will only agree to open the window if APSCUF would agree that faculty members are informed that when they sign the form to change pay options, they will also be waiving their right to file grievances over late or incorrect payments due to errors which may occur in processing. Any errors will be addressed by the University or PASSHE. At APSCUF's insistence, PASSHE also agreed that cash advances would be given to faculty whose checks are delayed if a hardship can be shown by the faculty member.

If you are interested in changing your pay option, please complete the attached form and forward it to your University Human Resources Office for processing between April 1, 2011, and April 30, 2011. Any forms received after April 30, 2011, will not be processed. **DO NOT** return this form to the State or local APSCUF office. Please note again that by requesting a change of pay option you are also agreeing not to grieve errors that may occur during the processing of your request.

Sincerely,

Stephen Hicks  
President



**ELECTION FOR FACULTY MEMBERS  
OF PAY PERIODS FOR ACADEMIC YEAR'S SALARY**

I hereby irrevocably elect to receive my 2011-2012 academic year's salary over:  
(Place an "X" in the appropriate box).

Twenty-six (26) Biweekly Pay Periods

Twenty (20) Biweekly Pay Periods

I understand that if I elect payment over twenty-six (26) biweekly pay periods, these payments shall commence at the beginning of the 2011-2012 academic year, as would be the case if I were being paid over twenty (20) biweekly pay periods. Also, if I elect to receive payment over twenty-six (26) biweekly pay periods, in no event shall I receive more compensation in twenty-six (26) biweekly pay periods than I would have received in twenty (20) biweekly pays. I understand that this election will continue for subsequent academic years and that no additional change to this election may be made by me until April of 2012, effective for 2012-2013 academic year. I also understand that this election shall in no way diminish any additional compensation to which I may be entitled.

I understand that by signing this form, I also agree not to file a grievance if an error occurs during the processing of my pay option change. I also understand that if I elect to convert from the twenty-six (26) biweekly pay option to the twenty (20) biweekly pay option and have a conversion pay liability, that conversion pay liability will be recovered from the first paycheck of the fall 2011 semester, which will occur on September 23, 2011.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Identification Number of Faculty Member

\_\_\_\_\_  
University

Return one completed copy of this form to your Human Resource Office between April 1, 2011 and April 30, 2011. Any forms received after April 30, 2011 will not be processed.

**PLEASE DO NOT RETURN THIS FORM TO APSCUF**

## What is the CONVERSION PAY LIABILITY?

The Conversion Pay Liability is applicable for those faculty members hired prior to the fall of 1985 who have continued to receive their pay on the 26 pay option. Prior to the fall of 1985, faculty members were paid on a before-the-fact payroll system which meant employees were compensated for a given pay period on that pay period end date. Beginning with the 1985-86 academic year pay cycle, PASSHE moved to after-the-fact payroll for faculty which meant employees were paid their biweekly pay for a given pay period no later than two weeks after the end of the pay period.

During the conversion to an after-the-fact payroll system, all faculty who were previously employed and being paid on a 26 pay option received an advance, which is called the "conversion pay." The conversion payment was issued to employees in lieu of payment for compensation earned during the conversion pay period in order to convert the employee to an after-the-fact pay basis. This conversion pay liability must be recouped upon separation or if the faculty member moves from the 26 pay option to the 20 pay option.

For those faculty members on the 20 pay option and for those who have already switched from the 26 to 20 pay option, the conversion pay has already been recouped by PASSHE. Faculty hired at the beginning of or after the 1985-86 academic year were hired on an after-the-fact pay basis and there is no conversion pay liability.

For those faculty members with an outstanding Conversion Pay Liability, the amount of the Conversion Pay Liability appears on the employee pay statement. The Conversion Pay Liability appears in the same section on the employee pay statement that houses the employee's residence and headquarters. The Conversion Pay Liability also is available through Employee Self Service (ESS).

Questions regarding the Conversion Pay Liability should be addressed to the Human Resources Office.