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BLOOMSBURG CALIFORNIA CHEYNEY CLARION EAST STROUDSBURG  
EDINBORO INDIANA KUTZTOWN LOCK HAVEN MANSFIELD  
MILLERSVILLE SHIPPENSBURG SLIPPERY ROCK WEST CHESTER

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February 24, 2020

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, 2020 to April 30, 2020. The change will be effective with the first paycheck of the fall 2020 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 this 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 2020 semester, which will be September 25, 2020. This check will represent the difference in the gross amount of their salary effective all 2020 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, 2020 and April 30, 2020. Any forms received after April 30, 2020, 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,

Kenneth M. Mash  
President

KMM:MRD/arb



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

I hereby irrevocably elect to receive my 2020-2021 academic years' 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 2020-2021 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) pay biweekly pays. I understand that this election will continue for subsequent academic years and that no additional change may be made by me until April 2020 effective for the 2020-2021 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 2018 semester, which will occur on September 25, 2020.

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

\_\_\_\_\_  
Date

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

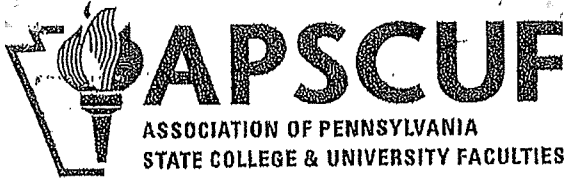
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
University

Return one completed copy of this form to your Human Resource Office between April 1, 2020 and April 30, 2020. Any forms received after April 30, 2020 will not be processed.

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



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EDINBORO INDIANA KUTZTOWN LOCK HAVEN MANSFIELD  
MILLERSVILLE SHIPPENSBURG SLIPPERY ROCK WEST CHESTER

DATE: December 7, 2007

RE: 20/26 Pay Option

TO: University Presidents

APSCUF Chapter Presidents

*Thomas M. Krapsho*  
FROM: Thomas M. Krapsho  
Vice Chancellor for Human Resources  
and Labor Relations  
Pennsylvania State System  
of Higher Education

*Patricia I. Heilman*  
Patricia I. Heilman  
President  
APSCUF

The Pennsylvania State System of Higher Education (PASSHE) has accepted APSCUF's recommendation submitted at State Meet and Discuss to open the 20/26 pay option to all nine-month faculty members for the period of April 1, 2008 to April 30, 2008. The option is to be effective beginning with the fall 2008 semester.

PASSHE also accepted APSCUF's recommendation to open a 20/26 pay option window annually. That pay option window will be in April of every academic year.

APSCUF will provide the faculty with a copy of a letter addressed to "Dear Colleague" (Attachment A) and the form (Attachment B) which must be returned to the campus Personnel Office by April 30, 2008, for processing. Any forms received after that date will not be processed.

Attachments

