



Modified Fiscal Year Appointments	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

Policy Purpose

This policy relates to non-academic personnel and specifies the requirements for Modified Fiscal Year (MODFY) employment appointments.

Policy Statement

The appropriate Vice President in consultation with the Office of Human Resources has the discretion to implement Modified Fiscal Year (MODFY) employment appointments for non-academic personnel. MODFY employment appointments may be implemented if the Office of Human Resources approves such appointment.

I. Benefits.

A. Retirement.

MODFY employees will receive 12 months of creditable service for retirement purposes, prorated based on percentage of effort. As Regular Employees, employees on MODFY appointments maintain retirement eligibility. They will receive a full year (12 months) of creditable service for retirement purposes.

B. Insurance.

MODFY employees will be eligible to participate in the State of Tennessee Group Insurance Plan provided they work at least 30 hours per week during the MODFY service period. They will make contributions through payroll deduction procedures throughout the entire year and coverage will extend throughout the year. It should be noted that the employees' amount of life insurance will be reduced due to the decreased annual salary in this appointment.

C. Annual Leave.

MODFY employees are eligible for annual leave, which will accrue at the appropriate monthly rate for each month worked. Clerical and support employees will be given a full year's service credit for the purposes of monthly accrual calculations per the Annual Leave

policy. Each MODIFY period served will be treated as a full year's service in determining how many annual leave hours per month the employee accrues.

D. Sick Leave.

MODFY employees are eligible to receive one day of sick leave for each month worked, pro-rated based on percentage of effort.

E. Holidays.

MODFY employees will receive full compensation for all University holidays occurring during the MODIFY period.

F. Civil Leave.

Civil leave will be granted when coinciding with regular scheduled work time during the MODIFY period and pursuant to ETSU's policy.

G. Longevity Payments.

MODFY employees are eligible for longevity payments per the Longevity policy, pro-rated based on percentage of effort.

H. Military Leave.

Employees in these appointments are entitled to leave of absence, pursuant to the Military Leave Policy, from their duties for the purpose of military service, duty, or training if this military obligation occurs during their months of regularly scheduled service.

II. Other Employment Considerations.

A. Unemployment Compensation.

Employees on MODIFY contracts are not eligible for unemployment compensation during their off-duty months.

B. Grant-in-Aid and Educational Scholarship Programs.

Employees on MODIFY appointments are eligible for participation if they are on the payroll.

C. Overtime Payments.

Employees who have a part-time MODIFY appointment may only work overtime if approved by the supervisor and the Office of Human Resources.

D. Outside Employment.

Employees with a MODIFY appointment may wish to seek outside employment during off-duty months. In such cases, ETSU Outside Employment policy must be followed, if applicable.

Previous Policy: PPP-64 Implementation of Modified Fiscal Year Appointments

Authority:

Definitions

MODFY
Appointment

A MODFY appointment is an alternative employment base for ETSU non-academic personnel. The MODFY service period is less than the twelve-month fiscal year and will generally coincide with the nine-month academic year, with off-duty during the summer months. However, the actual length and work schedule can vary at the discretion of the Office of Human Resources.

Employees who are on MODFY appointments are (1) Regular Employees, (2) employed for the entire 12-months of each year, (3) paid in 12 monthly installments, and are (4) full-time or part-time employees, depending upon whether they work 37.5 hours per week (full-time), or less than 37.5 hours per week (part-time).

Regular Employees

Personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (pro-rated based on percentage of effort).

Policy History

Effective Date: 10/10/2022

Revision Date:

Procedure

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Related Form(s)

None.