To: All 9-Month Faculty  
From: Linda H. Harber  
Date: February 20, 2008  
Re: 9-Month Faculty Salary Payment  

As you may know, an independent accounting firm reviewed the methodology used by Mason to pay 9-month faculty who are paid over 12-months. While the study concluded that the methodology being used was proper and typical of that being used by other universities, it was noted that a portion of the 9-month faculty raise is deferred after the 12-month period to ensure consistent payments throughout the year. As a result of the findings, a new Mason procedure was created under the auspices of the Senior Vice President in consultation with the Faculty Senate to address faculty pay issues. Below please find the details of the action plan.

Open Enrollment (Payroll March Madness)

♦ An open enrollment period will be held each year during the month of March. This year, open enrollment will be held from March 3, 2008 through March 31, 2008. During open enrollment, all 9-month faculty may elect to change from 9-month paid over 12-months to 9-month paid over 9-months or vice versa. The choice made during open enrollment will be effective at the start of the next academic year on August 25th.

♦ If no election is made during open enrollment, the 9-month faculty member will remain in their current pay plan.

♦ The decision made is in effect for the next academic year and cannot be changed until the next open enrollment period.

♦ Open enrollment forms will be available on the HR & Payroll website at http://hr.gmu.edu/forms. A sample form is attached for your information.

New Faculty

♦ New 9-month faculty hired to start at the beginning of the academic year will also be given the choice of selecting a payment plan. If no election is made by September 5, 2008, the faculty member will default to being paid over 9 months.

♦ New faculty hired in January for the spring semester will default to the 9 month payment plan. They may participate in open enrollment in March and select the payment option they prefer which will then be effective on August 25th. If no election is made during open enrollment, they will continue to be paid over 9 months.

Other Matters

♦ During open enrollment, current faculty who anticipate taking a leave from the University in the next academic year may wish to elect to be paid over 9 months during the year in which they will be taking leave. Taking leave while one is being paid over 12 months has additional pay implications as no pay is deferred while on leave.

As this is a new procedure, we know that you may have questions or concerns. Please do not hesitate to contact me at 3-2602, Cheryl Sims, our Payroll and HRIS Director at 3-2626 or any of the HR & Payroll staff. We look forward to helping you select the payment plan that is right for you.