

North Dakota State University

Policy Manual

SECTION 310 BASE SALARY

SOURCE: NDSU President

1. The base salary for faculty members is normally for the academic year with the pay period beginning August 16, and ending May 15, or for 12 months with the pay period beginning July 1 and ending June 30. *Payday for all employees shall be the last day of the month for the period from the first day of the month to the fifteenth day of the month, and the fifteenth day of the following month for the period from the sixteenth day of the month to the end of the month; however, if the pay date should fall on a Saturday, Sunday, or holiday, the preceding work day shall be payday.* Deductions as required for income taxes, social security, retirement, group health insurance and for other purposes as authorized by the individual, are withheld from salary payments. Salaries for additional activities, including teaching of summer school, are also paid on the last working day of the month.
2. Conversion of a 9-month faculty salary to a 12-month salary is made according to the following formula: $9\text{-month salary}/18 \times 24$. Twelve-month faculty salaries are converted to 9-month salaries by this formula: $12\text{-month salary}/22 \times 18$. These formulas do not include any other salary adjustments based on additional work assignments such as administrative responsibility.

HISTORY:

New	July 1990
Amended	November 1992
Amended	October 1995
Amended	March 2006