

## 1. PURPOSE

The purpose of this academic policy statement is to provide general guidelines for insurance fringe benefits and sick leave accrual for interim faculty members.

## 2. INSURANCE FRINGE BENEFITS

- 2.01 Appointees to the interim faculty at Sam Houston State University qualify for insurance fringe benefits if they are considered to be "regular employees" as defined in paragraph 2.02 below. Interim faculty members that qualify as regular employees are entitled to an employer contribution of the State fringe benefit appropriation toward their summer insurance premiums, regardless of appointment during the summer, when there is a reasonable expectation of re-employment. Faculty who resign or whose employment is permanently or indefinitely terminated are not entitled to this benefit.
- 2.02 Regular employees for the purpose of this policy are defined as those individuals employed for one-half or more of the standard workload for a definite period of four and one-half months, or more.
- 2.03 Prepaid summer insurance premiums for interim faculty, deducted for June, July, and August, will begin with the October 15th paycheck or first available check thereafter and be pro-rated for the duration of time from hire to the end of the spring semester.

## 3. SICK LEAVE ACCRUAL

Interim faculty members whose service with the University is continued, under these provisions, may also have their hours of unused sick leave accrued on or after September 1, 1982, carried forward to subsequent years of employment.

APPROVED:                     <signed>                      
Alisa White, Ph.D., President

DATE:                     2/19/2024

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: April 1, 1983  
Reviewer(s): Academic Affairs Council

Review Cycle: Five years\*  
Review Date: Fall 2028

Approved: <signed>  
Michael T. Stephenson, Ph.D.,  
Provost and Sr. Vice President  
for Academic Affairs

Date: 2/14/2024

\*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.