



PennState

Public School Code of 1949

Volume I

Compiled by:
University Budget Office
308 Old Main
University Park, PA 16802
December 2020

Table of Contents

Volume I

Introduction.....	Tab A
Summary Schedules.....	Tab B
Operating Budget – 2020-21.....	Tab C
Employee Headcounts and Salary Data.....	Tab D
Non-Salary Compensation.....	Tab E
University Retirement Policies.....	Tab F
Tuition Grant-in-Aid.....	Tab G
2019-20 Travel Expenditures.....	Tab H

Volume II

Actual Operating Expenditures – 2019-20

Volume III

Goods and Services Expenditures

TAB A

Introduction

THE PENNSYLVANIA STATE UNIVERSITY
Public School Code of 1949
December 2020

Public School Code of 1949, requires that Penn State submit a report within 180 days of the close of the university's current fiscal year. The 2019-20 fiscal year closed on June 30, 2020. Therefore, this report is submitted in compliance with the above mentioned House Bill, which specified that the University provide the following:

- (A1) Revenue and expenditure budgets of the university's academic and administrative support units for the current fiscal year.
- (A2) The actual revenue and expenditures for the prior year in the same format as the information reported above.
- (A3) For any defined project or program which is the subject of a specific line item appropriation from the General Fund, the university shall disclose the following:
 - (A3i) Revenue and expenditure budgets of the defined program or project for the current fiscal year.
 - (A3ii) The actual revenue and expenditures of the defined program or project for the prior year in the same format as the information reported under paragraph a1.
- (A4) The revenue and expenditures of any auxiliary enterprise which is directly funded in whole or in part by tuition or a state appropriation for the current year.
- (B1) The number of employees by academic rank and by classification the number of administrators, staff, clerical and technical service employees.
- (B2) Median and mean salary by academic rank and by classification the median and mean salaries of administrators, staff, clerical and technical service employees.
- (B3) Nonsalary compensation as a percentage of salary. Nonsalary compensation shall include, but not be limited to, medical benefits, life insurance benefits, pension benefits, leave benefits, employer Social Security payments and workers' compensation benefits.
- (B4) A statement of the University's retirement policies.
- (B5) A policy statement relating to a reduction of tuition for employees' family members.

- (B6) A list of purchase of service contracts which exceed \$1,000 by category of service, including, but not limited to, legal, instructional, management, accounting, architecture, public relations and maintenance. The list shall contain the name and address of the contractor, a statement of the nature of the duties of the contractor and the academic and administrative support unit for which the duties are performed.
- (B7) A list of purchase of goods contracts which exceed \$1,000. The list shall contain the name and address of the contractor and a list of the goods purchased and the academic or administrative support unit for which such goods were contracted.
- (B8) A list by academic or administrative support unit in the aggregate, of the expense of travel, subsistence and lodging, whether provided or reimbursed.

Penn State is submitting the required information in three volumes, as follows:

Volume I:

1. Operating Budget –2020-21

Budgeted expenditures and income are shown for fiscal years 2020-21. This information represents budgeted expenditures and income as of July 1 of each fiscal year. The data are shown at the departmental level for each academic and administrative unit.

2. Employee Headcount and Salary Data

The number of full-time employees (headcount) and the average salaries are shown for each academic or administrative unit for fall 2019 (as of September 30, 2019). Included are average salaries for faculty by professorial rank, and for administrators and staff.

3. Non-Salary Compensation

Total employee benefits available to university personnel are shown as a percentage of salaries. A *Summary of Benefits for Regular Full-Time Faculty and Staff Members* and a summary of paid and unpaid leave policies is also included in this section.

4. University Retirement Policies

The retirement systems available to Penn State employees are described.

5. Tuition Grant-in-Aid

Included in this section are the University's policies on tuition grant-in-aid for employees and their family members.

6. 2019-20 Travel Expenditures

Total 2019-20 travel expenditures by fund type are shown. In addition, since travel is included as a separate object code, actual travel expenditures by department are available in the 2019-20 Actual Operating Expenditures section of this document.

Volume II:

Actual Operating Expenditures –2019-20

Actual expenditures and income (year-end data as of June 30) for fiscal year 2019-20 are shown at the departmental level for each academic and administrative unit. Expenditure detail is shown for academic salaries, support salaries, wages, departmental operating funds (allotment), and allocated employee benefits. Departmental allotment expenditures are further broken out by object code.

Volume III:

Goods and Services Expenditures

Volume III contains a list of all contracts exceeding \$1,000 for each vendor by academic or administrative support unit for 2019-20. By agreement with the Joint State Government Commission, goods and services are integrated into one response.

TAB B

Summary Schedules

The Pennsylvania State University
Total University General Funds Operating Revenues And Expenditures
Summary
2019-2020

Category	2019-2020	
	Amount	Percentage of Grand Total
Operating Revenues:		
Instructional:**		
Tuition and Fees	2,023,743,382	70.3%
State Appropriations	296,660,000	10.3% *
Departmental Income	402,470,461	14.0%
Other Operating Income	157,619,370	5.5%
Sub-Total	2,880,493,213	100.0%
Grand Total Revenues	2,880,493,213	100.0%
Operating Expenditures:		
Instructional:**		
Total Salaries and Wages	1,285,760,056	46.9%
Employee Benefits***	490,030,352	17.9%
Travel	27,892,222	1.0%
Other Operating Expenditures	937,925,777	34.2%
Sub-Total	2,741,608,407	100.0%
Grand Total Expenditures:	2,741,608,407	100.0%

* Excludes Medical Appropriations provided to the M. S. Hershey Medical Center through the PA Department of Public Welfare..

** Includes College of Medicine, excludes Pennsylvania College of Technology

*** Employee benefits billed and allocated to units

**The Pennsylvania State University
Total University General Funds Operating Expenditures
By Academic/Administrative Unit
2019-2020**

Academic/administrative unit	Total Salaries and Wages	Employee Benefits a	Travel	Other Operating Expense	Total Operating Expense	Employee Benefits: Percentage of Salaries and Wages.	Travel: Percentage of Total Operating Expense
University Park Colleges							
Agricultural Sciences	50,129,436	24,379,617 b	1,464,085	13,744,873	89,718,011	48.6% b	1.6%
Arts & Architecture	29,911,504	9,979,460	590,447	7,636,670	48,118,081	33.4%	1.2%
Business - Smeal College	45,942,047	16,334,995	947,233	8,426,412	71,650,687	35.6%	1.3%
Communications	11,436,756	3,908,615	316,342	1,710,239	17,371,952	34.2%	1.8%
Earth & Mineral Sciences	31,293,510	10,484,395	607,824	8,770,342	51,156,071	33.5%	1.2%
Education	22,702,453	7,459,022	425,600	4,279,584	34,866,659	32.9%	1.2%
Engineering	81,686,516	26,625,394	1,473,635	24,642,484	134,428,029	32.6%	1.1%
Health & Human Development	35,842,311	12,044,434	892,144	7,185,382	55,964,271	33.6%	1.6%
Information Sciences & Technology	14,596,949	4,726,927	196,227	1,206,962	20,727,065	32.4%	0.9%
International Affairs - School	2,230,395	783,359	81,437	1,067,391	4,162,582	35.1%	2.0%
Liberal Arts	106,937,254	35,025,875	2,280,375	15,028,394	159,271,898	32.8%	1.4%
Nursing	6,734,491	2,366,829	114,507	1,385,854	10,601,681	35.1%	1.1%
Science - Eberly College	71,774,827	22,890,685	1,228,567	18,813,465	114,707,544	31.9%	1.1%
Total University Park Colleges	511,218,449	177,009,607	10,618,423	113,898,052	812,744,531	34.6%	1.3%
Academic Support Units							
Global Programs - Univ Office	4,796,816	1,741,784	165,781	747,599	7,451,980	36.3%	2.2%
Graduate School	5,234,641	1,451,579	183,018	14,085,968	20,955,206	27.7%	0.9%
Enterprise Information Tech	42,378,294	15,329,261	471,980	39,268,083	97,447,618	36.2%	0.5%
Research	47,099,121	16,735,650	792,410	21,566,039	86,193,220	35.5%	0.9%
Schreyer Honors College	1,673,764	603,830	22,443	3,701,146	6,001,183	36.1%	0.4%
Undergraduate Education	20,226,841	6,919,113	580,793	73,183,568	100,910,315	34.2%	0.6%
University Libraries	25,980,449	9,224,627	325,520	21,958,542	57,489,138	35.5%	0.6%
University Outreach	68,929,697	23,038,706	1,379,739	65,223,361	158,571,503	33.4%	0.9%
Total Academic Support Units	216,319,623	75,044,550	3,921,684	239,734,306	535,020,163	34.7%	0.7%

The Pennsylvania State University
Total University General Funds Operating Expenditures
By Academic/Administrative Unit
2019-2020

Academic/administrative unit	Total Salaries and Wages	Employee Benefits ^a	Travel	Other Operating Expense	Total Operating Expense	Employee Benefits: Percentage of Salaries and Wages.	Travel: Percentage of Total Operating Expense
Administrative Support Units							
Athletics Rec Services & Support	3,307,389	928,616	77,701	2,268,288	6,581,994	28.1%	1.2%
Campus Recreation	4,838,538	1,078,463	282,813	5,199,269	11,399,083	22.3%	2.5%
Development & Alumni Relations	30,604,796	11,358,919	1,315,023	3,943,134	47,221,872	37.1%	2.8%
Educational Equity	2,787,700	949,671	60,383	433,745	4,231,499	34.1%	1.4%
General & Academic Administration	27,900,442	10,415,703	500,682	14,146,021	52,962,848	37.3%	0.9%
Finance & Business	62,841,778	22,705,738	2,322,381	161,374,407	249,244,304	36.1%	0.9%
Finance & Business - Physical Plant	24,521,353	15,129,621	248,656	136,893,637	176,793,267	61.7%	0.1%
Student Affairs	25,369,655	8,856,660	379,216	41,597,643	76,203,174	34.9%	0.5%
Strategic Communications	4,018,234	1,487,142	48,299	8,709,108	14,262,783	37.0%	0.3%
Total Administrative Support Units	186,189,885	72,910,533	5,235,154	374,565,252	638,900,824	39.2%	0.8%
Commonwealth Campuses							
Abington	25,983,667	8,592,947	602,153	6,843,508	42,022,275	33.1%	1.4%
Altoona	27,327,788	9,574,645	591,617	7,521,603	45,015,653	35.0%	1.3%
Beaver	6,173,938	2,119,292	191,462	2,199,630	10,684,322	34.3%	1.8%
Berks	20,022,104	7,046,316	253,289	7,429,154	34,750,863	35.2%	0.7%
Brandywine	11,185,650	3,815,941	265,073	2,390,038	17,656,702	34.1%	1.5%
DuBois	5,993,975	2,120,261	148,095	1,353,353	9,615,684	35.4%	1.5%
Erie - Behrend	39,574,898	14,247,458	906,229	9,470,933	64,199,518	36.0%	1.4%
Fayette - Eberly	6,112,074	2,115,821	163,518	2,094,835	10,486,248	34.6%	1.6%
Greater Allegheny	6,053,547	2,077,231	214,906	2,137,097	10,482,781	34.3%	2.1%
Harrisburg	41,819,485	13,895,702	705,893	10,779,322	67,200,402	33.2%	1.1%
Hazleton	7,576,825	2,663,100	243,868	2,228,740	12,712,533	35.1%	1.9%
Lehigh Valley	7,729,413	2,580,559	235,861	2,461,652	13,007,485	33.4%	1.8%
Mont Alto	7,880,640	2,710,831	260,455	1,842,858	12,694,784	34.4%	2.1%
New Kensington	6,030,911	2,053,352	138,814	1,953,241	10,176,318	34.0%	1.4%

**The Pennsylvania State University
Total University General Funds Operating Expenditures
By Academic/Administrative Unit
2019-2020**

Academic/administrative unit	Total Salaries and Wages	Employee Benefits ^a	Travel	Other Operating Expense	Total Operating Expense	Employee Benefits: Percentage of Salaries and Wages.	Travel: Percentage of Total Operating Expense
Schuylkill	6,873,011	2,396,194	228,587	2,440,666	11,938,458	34.9%	1.9%
Scranton	8,292,547	2,854,508	268,700	2,543,225	13,958,980	34.4%	1.9%
Shenango	4,283,914	1,488,427	89,469	1,195,386	7,057,196	34.7%	1.3%
Wilkes-Barre	5,264,929	1,868,899	83,006	1,074,245	8,291,079	35.5%	1.0%
York	8,836,404	2,996,242	140,557	2,888,002	14,861,205	33.9%	0.9%
VP for Commonwealth Campuses	8,673,121	3,242,353	79,159	991,265	12,985,898	37.4%	0.6%
Total Commonwealth Campuses	261,688,841	90,460,079	5,810,711	71,838,753	429,798,384	34.6%	1.4%
Great Valley	6,490,507	2,202,001	124,988	2,707,557	11,525,053	33.9%	1.1%
Central Budgets	2,916	34,068,290	0	-9,755,690	24,315,516	-	0.0%
General Income	0	157	0	1,601,056	1,601,213	0.0%	0.0%
Total Univ. Less Law, HY & Penn	1,181,910,221	451,695,217	25,710,960	794,589,286	2,453,905,684	38.2%	1.0%
Penn State Law	12,820,987	4,733,098	431,073	23,028,446	41,013,604	36.9%	1.1%
Dickinson School of Law	6,525,637	2,484,063	173,246	11,831,400	21,014,346	38.1%	0.8%
College of Medicine	84,503,211	31,117,974	1,576,943	108,476,645	225,674,773	36.8%	0.7%
Total University Less Penn College	1,285,760,056	490,030,352	27,892,222	937,925,777	2,741,608,407	38.1%	1.0%

a. Includes employee benefits billed and employee benefits allocated to units.

b. Includes allocated employee benefits for Agricultural Research and Cooperative Extension Personnel paid on Agricultural Federal Funds.

**The Pennsylvania State University
Contracts
By Expenditure Type
2019-2020**

Expenditure Type	Total Amount	Percent of Total
Books & Periodicals	22,995,318	2.8%
Communication Services	4,266,330	0.5%
Conferences & Group Activities	5,181,186	0.6%
Equipment	93,969,879	11.3%
Freight Charges	32,316	0.0%
Insurance & Interest	29,028,983	3.5%
Miscellaneous	10,093,517	1.2%
Property Expense	16,922,458	2.0%
Publications, Printing & Copying	28,442,582	3.4%
Repairs, Alterations & Capital	413,534,869	49.8%
Supplies & Materials for Resale	42,890,385	5.2%
Supplies, Materials & Services	135,172,372	16.3%
Travel Expense	10,362,360	1.2%
Utilities Purchased	17,672,826	2.1%
Total:	830,565,381	100.0%

Note: Includes purchases of goods and services which equal or exceed a total of \$1000 for each vendor within each academic/administrative unit, from all sources of funding.

TAB C

Operating Budget – 2020-21

Operating Budget – 2020-21

Budgeted expenditures and income are shown for fiscal year 2020-21. Beginning this year, Penn State is implementing a new university-wide financial system. With this implementation, significant changes have been made to the structure of our business areas and our overall budget process making the 2020-21 data not comparable to previous years. Additionally, the amount of detail for the initial year is limited to what is provided while the system is being fully built out. More detailed reporting will be available in future years.

The General Funds portion of the University's budget supports the basic teaching, research, and public service programs of the University, as well as academic and administrative support, and maintenance and operations of the University. Income to support the general funds budget comes from: state appropriations, tuition and fees, and other income, such as the recovery of indirect costs, investment income and sales and services of departments.

Defined projects and programs as requested in subsection A3i are reported within the unit in which the project or program resides. Specific program appropriation breakdowns are provided in the University's annual state appropriation request.

University-Wide Summaries

**2020-2021 Operating Budget
Total University
(Excluding PA College of Technology)**

University Park Colleges	General Funds
Agricultural Sciences	\$94,965,967
Arts and Architecture	\$50,965,338
Smeal College of Business	\$84,303,246
Donald P. Bellisario College of Communications	\$19,352,196
Earth and Mineral Sciences	\$55,188,322
Education	\$43,236,487
Engineering	\$150,309,947
Health and Human Development	\$53,854,263
Information Sciences and Technology	\$30,197,885
School of International Affairs	\$4,233,928
The Liberal Arts	\$150,112,300
Nursing	\$9,064,058
Eberly College of Science	\$120,327,394
<i>Total University Park Colleges</i>	\$866,111,330
Support Units	
Global Programs - UP Office	\$17,201,073
Graduate School	\$21,930,927
Penn State Information Technology	\$86,806,207
Research	\$85,167,343
Schreyer Honors College	\$5,715,999
Undergraduate Education	\$99,383,947
University Libraries	\$59,752,682
Outreach	\$18,855,121
Athletics, Rec Services & Support	\$2,701,584
Campus Recreation	\$12,210,618
Development & Alumni Relations	\$50,661,809
Educational Equity	\$4,193,034
Central Finance & Business	\$25,681,917
Physical Plant	\$200,788,486
General & Academic Officers	\$22,589,097
Student Affairs	\$33,847,954
Strategic Communications	\$14,643,044
BJC and Business Services	\$18,001,837

**2020-2021 Operating Budget
Total University
(Excluding PA College of Technology)**

Support Units – (continued)

Human Resources	\$28,871,967
University Police	\$29,067,109
Controllers Reg	\$17,456,625
University Health Services	\$44,811,003
University Budget Office	\$15,643,972
Exec. VP and Provost	\$2,878,642
Office of President	\$17,749,775
WPSU-TV	\$4,099,253
World Campus	\$70,358,175
Millennium Scholars Program	\$2,781,813

<i>Total Support Units</i>	\$1,013,851,014
----------------------------	------------------------

Commonwealth Campuses

Abington	\$48,878,099
Altoona	\$46,283,922
Beaver	\$9,673,570
Berks	\$34,102,961
Brandywine	\$18,161,028
DuBois	\$10,534,737
Behrend	\$67,052,861
Fayette, The Eberly Campus	\$10,495,554
Greater Allegheny	\$11,051,219
Harrisburg	\$73,527,193
Hazleton	\$13,082,437
Lehigh Valley	\$13,628,971
Mont Alto	\$13,645,903
New Kensington	\$10,643,381
Schuylkill	\$12,946,879
Scranton	\$16,191,246
Shenango	\$8,124,039
Wilkes-Barre	\$8,858,348
York	\$16,321,030
VP for Commonwealth Campuses	\$16,797,556

<i>Total Commonwealth Campuses</i>	\$460,000,935
------------------------------------	----------------------

**2020-2021 Operating Budget
Total University
(Excluding PA College of Technology)**

Other

Great Valley	\$14,429,024
Central Budgets	\$128,738,209

Total University, Less Law, HY & PCT **\$2,483,130,511**

Penn State Law	\$44,642,266
Dickinson Law	\$19,706,733
College of Medicine	\$247,079,626

Total University Less PCT **\$2,794,559,137**

University Park Colleges

- ◆ **Agricultural Sciences**
- ◆ **Arts and Architecture**
- ◆ **Smeal College of Business**
- ◆ **Donald P. Bellisario College of Communications**
- ◆ **Earth and Mineral Sciences**
- ◆ **Education**
- ◆ **Engineering**
- ◆ **Health and Human Development**
- ◆ **Information Sciences and Technology**
- ◆ **School of International Affairs**
- ◆ **The Liberal Arts**
- ◆ **Nursing**
- ◆ **Eberly College of Science**

**2020-21 General Funds Summary
Agricultural Sciences**

Income		
	Tuition	240,000
	Fees	0
	Other Departmental income	61,666,888
Total Income		61,906,888
Expense		
	Instruction	
	Salary/Wage	14,437,296
	Fringe	4,759,013
	Non-Personnel/OTPS	2,018,608
	Subtotal	21,214,917
	Research	
	Salary/Wage	12,823,370
	Fringe	8,226,350
	Non-Personnel/OTPS	6,771,865
	Subtotal	27,821,585
	Other Public Service	
	Salary/Wage	12,562,030
	Fringe	7,840,210
	Non-Personnel/OTPS	3,875,875
	Subtotal	24,278,115
	Academic Support	
	Salary/Wage	8,040,800
	Fringe	3,130,940
	Non-Personnel/OTPS	1,612,500
	Subtotal	12,784,240
	Institutional Support	
	Salary/Wage	2,641,540
	Fringe	918,170
	Non-Personnel/OTPS	307,500
	Subtotal	3,867,210
	Student Services	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	4,779,550
	Subtotal	4,779,550
	Physical Plant	
	Salary/Wage	87,750
	Fringe	32,600
	Non-Personnel/OTPS	100,000
	Subtotal	220,350
	Total Salary/Wage	50,592,786
	Total Fringe	24,907,283
	Total Non-Personnel/OTPS	19,465,898
Total Expenses		94,965,967

**2020-21 General Funds Summary
Arts and Architecture**

Income		
	Tuition	0
	Fees	3,000
	Other Departmental income	1,342,201
Total Income		1,345,201
Expense		
	Instruction	
	Salary/Wage	18,453,489
	Fringe	6,004,340
	Non-Personnel/OTPS	2,007,372
	Subtotal	26,465,201
	Research	
	Salary/Wage	116,966
	Fringe	43,371
	Non-Personnel/OTPS	1,007,763
	Subtotal	1,168,100
	Other Public Service	
	Salary/Wage	1,083,910
	Fringe	370,327
	Non-Personnel/OTPS	359,882
	Subtotal	1,814,119
	Academic Support	
	Salary/Wage	8,720,741
	Fringe	2,581,408
	Non-Personnel/OTPS	3,512,938
	Subtotal	14,815,087
	Institutional Support	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Student Services	
	Salary/Wage	1,807,133
	Fringe	657,228
	Non-Personnel/OTPS	942,075
	Subtotal	3,406,436
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	3,296,395
	Subtotal	3,296,395
	Physical Plant	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Total Salary/Wage	30,182,239
	Total Fringe	9,656,674
	Total Non-Personnel/OTPS	11,126,425
Total Expenses		50,965,338

**2020-21 General Funds Summary
Smeal College of Business**

Income		
Tuition		0
Fees		0
Other Departmental income		8,567,867
Total Income		8,567,867
Expense		
Instruction		
Salary/Wage	38,889,953	
Fringe	13,707,247	
Non-Personnel/OTPS	4,181,087	
Subtotal		56,778,287
Research		
Salary/Wage	545,980	
Fringe	197,987	
Non-Personnel/OTPS	392,584	
Subtotal		1,136,551
Other Public Service		
Salary/Wage	1,542,201	
Fringe	564,439	
Non-Personnel/OTPS	1,189,683	
Subtotal		3,296,323
Academic Support		
Salary/Wage	11,321,386	
Fringe	4,156,874	
Non-Personnel/OTPS	4,016,502	
Subtotal		19,494,762
Institutional Support		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Services		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	3,597,323	
Subtotal		3,597,323
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Total Salary/Wage	52,299,520	
Total Fringe	18,626,547	
Total Non-Personnel/OTPS	13,377,179	
Total Expenses		84,303,246

2020-21 General Funds Summary
Donald P. Bellisario College of Communications

Income		
Tuition		0
Fees		0
Other Departmental income		387,700
Total Income		387,700
Expense		
Instruction		
Salary/Wage	7,437,980	
Fringe	2,754,787	
Non-Personnel/OTPS	132,800	
Subtotal		10,325,567
Research		
Salary/Wage	810,548	
Fringe	300,259	
Non-Personnel/OTPS	618,800	
Subtotal		1,729,607
Other Public Service		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	33,000	
Subtotal		33,000
Academic Support		
Salary/Wage	4,254,449	
Fringe	1,312,300	
Non-Personnel/OTPS	1,150,667	
Subtotal		6,717,416
Institutional Support		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Services		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	546,606	
Subtotal		546,606
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Total Salary/Wage		12,502,977
Total Fringe		4,367,346
Total Non-Personnel/OTPS		2,481,873
Total Expenses		19,352,196

**2020-21 General Funds Summary
Earth and Mineral Sciences**

Income		
	Tuition	0
	Fees	0
	Other Departmental income	130,510
Total Income		130,510
Expense		
	Instruction	
	Salary/Wage	15,771,828
	Fringe	5,092,504
	Non-Personnel/OTPS	1,362,376
	Subtotal	22,226,709
	Research	
	Salary/Wage	12,840,277
	Fringe	4,411,874
	Non-Personnel/OTPS	5,031,567
	Subtotal	22,283,718
	Other Public Service	
	Salary/Wage	1,973,519
	Fringe	715,367
	Non-Personnel/OTPS	11,769
	Subtotal	2,700,655
	Academic Support	
	Salary/Wage	2,670,979
	Fringe	960,107
	Non-Personnel/OTPS	1,856,139
	Subtotal	5,487,226
	Institutional Support	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Student Services	
	Salary/Wage	99,153
	Fringe	20,871
	Non-Personnel/OTPS	268,090
	Subtotal	388,114
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	2,101,900
	Subtotal	2,101,900
	Physical Plant	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Total Salary/Wage	33,355,757
	Total Fringe	11,200,724
	Total Non-Personnel/OTPS	10,631,841
Total Expenses		55,188,322

**2020-21 General Funds Summary
Education**

Income		
Tuition		0
Fees		0
Other Departmental income		583,765
Total Income		583,765
Expense		
Instruction		
Salary/Wage	20,382,483	
Fringe	6,570,932	
Non-Personnel/OTPS	4,244,938	
Subtotal		31,198,353
Research		
Salary/Wage	1,610,248	
Fringe	433,257	
Non-Personnel/OTPS	739,812	
Subtotal		2,783,318
Other Public Service		
Salary/Wage	206,635	
Fringe	56,266	
Non-Personnel/OTPS	39,580	
Subtotal		302,481
Academic Support		
Salary/Wage	5,732,316	
Fringe	(27,413)	
Non-Personnel/OTPS	681,042	
Subtotal		6,385,944
Institutional Support		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Services		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	2,566,391	
Subtotal		2,566,391
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Total Salary/Wage	27,931,682	
Total Fringe	7,033,042	
Total Non-Personnel/OTPS	8,271,763	
Total Expenses		43,236,487

**2020-21 General Funds Summary
Engineering**

Income		
	Tuition	0
	Fees	2,872,383
	Other Departmental income	0
Total Income		2,872,383
Expense		
	Instruction	
	Salary/Wage	64,590,088
	Fringe	19,583,835
	Non-Personnel/OTPS	388
	Subtotal	84,174,311
	Research	
	Salary/Wage	11,172,546
	Fringe	987,327
	Non-Personnel/OTPS	21,961,244
	Subtotal	34,121,117
	Other Public Service	
	Salary/Wage	280,500
	Fringe	0
	Non-Personnel/OTPS	301,939
	Subtotal	582,439
	Academic Support	
	Salary/Wage	15,878,303
	Fringe	4,866,984
	Non-Personnel/OTPS	6,460,320
	Subtotal	27,205,607
	Institutional Support	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Student Services	
	Salary/Wage	342,880
	Fringe	55,057
	Non-Personnel/OTPS	4,385
	Subtotal	402,323
	Student Aid	
	Salary/Wage	3,824,150
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	3,824,150
	Physical Plant	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Total Salary/Wage	96,088,467
	Total Fringe	25,493,204
	Total Non-Personnel/OTPS	28,728,276
Total Expenses		150,309,947

**2020-21 General Funds Summary
Health and Human Development**

Income		
Tuition		0
Fees		0
Other Departmental income		140,000
Total Income		140,000
Expense		
Instruction		
Salary/Wage	25,166,157	
Fringe	8,085,325	
Non-Personnel/OTPS	7,175,764	
Subtotal		40,427,246
Research		
Salary/Wage	654,027	
Fringe	234,989	
Non-Personnel/OTPS	462,131	
Subtotal		1,351,147
Other Public Service		
Salary/Wage	440,293	
Fringe	103,920	
Non-Personnel/OTPS	15,021	
Subtotal		559,234
Academic Support		
Salary/Wage	7,461,388	
Fringe	2,821,392	
Non-Personnel/OTPS	1,233,856	
Subtotal		11,516,636
Institutional Support		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Services		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Total Salary/Wage	33,721,864	
Total Fringe	11,245,626	
Total Non-Personnel/OTPS	8,886,773	
Total Expenses		53,854,263

**2020-21 General Funds Summary
Information Sciences and Technology**

Income		
Tuition		0
Fees		0
Other Departmental income		0
Total Income		0
Expense		
Instruction		
Salary/Wage	14,297,907	
Fringe	3,318,573	
Non-Personnel/OTPS	518,133	
Subtotal	18,134,613	
Research		
Salary/Wage	648,593	
Fringe	100,000	
Non-Personnel/OTPS	93,972	
Subtotal	842,565	
Other Public Service		
Salary/Wage	24,546	
Fringe	4,706	
Non-Personnel/OTPS	824	
Subtotal	30,076	
Academic Support		
Salary/Wage	7,029,124	
Fringe	1,556,421	
Non-Personnel/OTPS	1,265,973	
Subtotal	9,851,517	
Institutional Support		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Student Services		
Salary/Wage	267,600	
Fringe	57,693	
Non-Personnel/OTPS	40,000	
Subtotal	365,293	
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	973,821	
Subtotal	973,821	
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Total Salary/Wage	22,267,769	
Total Fringe	5,037,392	
Total Non-Personnel/OTPS	2,892,723	
Total Expenses	30,197,885	

**2020-21 General Funds Summary
School of International Affairs**

Income		
Tuition		0
Fees		0
Other Departmental income		17,500
Total Income		17,500
Expense		
Instruction		
Salary/Wage	1,776,830	
Fringe	647,556	
Non-Personnel/OTPS	37,000	
Subtotal		2,461,386
Research		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Other Public Service		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Academic Support		
Salary/Wage	276,235	
Fringe	103,637	
Non-Personnel/OTPS	60,500	
Subtotal		440,372
Institutional Support		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Services		
Salary/Wage	206,988	
Fringe	78,656	
Non-Personnel/OTPS	84,500	
Subtotal		370,144
Student Aid		
Salary/Wage	79,976	
Fringe	3,750	
Non-Personnel/OTPS	878,300	
Subtotal		962,026
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Total Salary/Wage	2,340,029	
Total Fringe	833,599	
Total Non-Personnel/OTPS	1,060,300	
Total Expenses		4,233,928

**2020-21 General Funds Summary
The Liberal Arts**

Income		
Tuition		0
Fees		550,000
Other Departmental income		1,074,000
Total Income		1,624,000
Expense		
Instruction		
Salary/Wage	91,757,540	
Fringe	21,098,661	
Non-Personnel/OTPS	3,629,591	
Subtotal		116,485,791
Research		
Salary/Wage	3,223,732	
Fringe	909,167	
Non-Personnel/OTPS	766,595	
Subtotal		4,899,494
Other Public Service		
Salary/Wage	34,561	
Fringe	12,908	
Non-Personnel/OTPS	(1,320)	
Subtotal		46,149
Academic Support		
Salary/Wage	12,513,465	
Fringe	4,112,832	
Non-Personnel/OTPS	961,591	
Subtotal		17,587,888
Institutional Support		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Services		
Salary/Wage	2,119,500	
Fringe	760,500	
Non-Personnel/OTPS	202,500	
Subtotal		3,082,500
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	8,010,477	
Subtotal		8,010,477
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Total Salary/Wage		109,648,798
Total Fringe		26,894,069
Total Non-Personnel/OTPS		13,569,433
Total Expenses		150,112,300

**2020-21 General Funds Summary
Nursing**

Income		
Tuition		0
Fees		0
Other Departmental income		0
Total Income		0
Expense		
Instruction		
Salary/Wage	4,558,633	
Fringe	1,732,281	
Non-Personnel/OTPS	190,000	
Subtotal	6,480,914	
Research		
Salary/Wage	332,379	
Fringe	123,246	
Non-Personnel/OTPS	35,000	
Subtotal	490,625	
Other Public Service		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Academic Support		
Salary/Wage	783,790	
Fringe	290,629	
Non-Personnel/OTPS	775,000	
Subtotal	1,849,419	
Institutional Support		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Student Services		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	243,100	
Subtotal	243,100	
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Total Salary/Wage	5,674,802	
Total Fringe	2,146,156	
Total Non-Personnel/OTPS	1,243,100	
Total Expenses	9,064,058	

**2020-21 General Funds Summary
Eberly College of Science**

Income		
Tuition		0
Fees		0
Other Departmental income		0
Total Income		0
Expense		
Instruction		
Salary/Wage	52,264,989	
Fringe	17,338,004	
Non-Personnel/OTPS	2,730,950	
Subtotal	72,333,943	
Research		
Salary/Wage	8,889,214	
Fringe	2,385,638	
Non-Personnel/OTPS	14,655,205	
Subtotal	25,930,057	
Other Public Service		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Academic Support		
Salary/Wage	9,154,928	
Fringe	2,834,856	
Non-Personnel/OTPS	3,181,871	
Subtotal	15,171,655	
Institutional Support		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Student Services		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	6,891,739	
Subtotal	6,891,739	
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Total Salary/Wage	70,309,131	
Total Fringe	22,558,498	
Total Non-Personnel/OTPS	27,459,765	
Total Expenses	120,327,394	

Academic Support Units

- ◆ **Global Programs**
- ◆ **Graduate School**
- ◆ **Penn State Information Technology**
- ◆ **Research**
- ◆ **Schreyer Honors College**
- ◆ **Undergraduate Education**
- ◆ **University Libraries**
- ◆ **University Outreach***

***The Cooperative Extension portion of University Outreach is reflected within the College of Agricultural Sciences**

**2020-21 General Funds Summary
Global Programs**

Income		
	Tuition	4,818,132
	Fees	1,835,960
	Other Departmental income	299,985
Total Income		6,954,077
Expense		
	Instruction	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	5,568,109
	Subtotal	5,568,109
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Other Public Service	
	Salary/Wage	47,316
	Fringe	17,545
	Non-Personnel/OTPS	16,000
	Subtotal	80,861
	Academic Support	
	Salary/Wage	4,801,922
	Fringe	1,588,504
	Non-Personnel/OTPS	1,659,424
	Subtotal	8,049,850
	Institutional Support	
	Salary/Wage	299,604
	Fringe	111,094
	Non-Personnel/OTPS	237,215
	Subtotal	647,913
	Student Services	
	Salary/Wage	1,429,167
	Fringe	516,691
	Non-Personnel/OTPS	538,482
	Subtotal	2,484,340
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	370,000
	Subtotal	370,000
	Physical Plant	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Total Salary/Wage	6,578,009
	Total Fringe	2,233,834
	Total Non-Personnel/OTPS	8,389,230
Total Expenses		17,201,073

**2020-21 General Funds Summary
Graduate School**

Income		
Tuition		0
Fees		800,000
Other Departmental income		0
Total Income		800,000
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		30,000
Subtotal		30,000
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		3,592,952
Fringe		1,223,578
Non-Personnel/OTPS		1,774,350
Subtotal		6,590,880
Institutional Support		
Salary/Wage		138,000
Fringe		51,129
Non-Personnel/OTPS		10,000
Subtotal		199,129
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		3,850,901
Fringe		500,617
Non-Personnel/OTPS		10,759,400
Subtotal		15,110,918
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		7,581,853
Total Fringe		1,775,324
Total Non-Personnel/OTPS		12,573,750
Total Expenses		21,930,927

**2020-21 General Funds Summary
Penn State Information Technology**

Income		
Tuition		0
Fees		0
Other Departmental income		4,418,656
Total Income		4,418,656
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage	1,048,702	
Fringe	115,247	
Non-Personnel/OTPS	5,844,904	
Subtotal	7,008,853	
Institutional Support		
Salary/Wage	37,099,693	
Fringe	13,551,415	
Non-Personnel/OTPS	29,146,246	
Subtotal	79,797,354	
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage	38,148,395	
Total Fringe	13,666,662	
Total Non-Personnel/OTPS	34,991,150	
Total Expenses		86,806,207

**2020-21 General Funds Summary
Research**

Income		
Tuition		0
Fees		0
Other Departmental income		12,905,923
Total Income		12,905,923
Expense		
Instruction		
Salary/Wage	6,644,086	
Fringe	730,849	
Non-Personnel/OTPS	1,328,817	
Subtotal	8,703,752	
Research		
Salary/Wage	23,999,800	
Fringe	8,886,563	
Non-Personnel/OTPS	7,851,450	
Subtotal	40,737,813	
Other Public Service		
Salary/Wage	1,466,868	
Fringe	527,964	
Non-Personnel/OTPS	1,103,950	
Subtotal	3,098,782	
Academic Support		
Salary/Wage	18,715,841	
Fringe	6,733,637	
Non-Personnel/OTPS	5,423,183	
Subtotal	30,872,662	
Institutional Support		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Student Services		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	1,754,334	
Subtotal	1,754,334	
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal	0	
Total Salary/Wage	50,826,595	
Total Fringe	16,879,014	
Total Non-Personnel/OTPS	17,461,734	
Total Expenses		85,167,343

**2020-21 General Funds Summary
Schreyer Honors College**

Income		
Tuition		0
Fees		160,000
Other Departmental income		428,000
Total Income		588,000
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		1,353,551
Fringe		578,043
Non-Personnel/OTPS		100,000
Subtotal		2,031,594
Institutional Support		
Salary/Wage		37,500
Fringe		13,905
Non-Personnel/OTPS		0
Subtotal		51,405
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		3,633,000
Subtotal		3,633,000
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		1,391,051
Total Fringe		591,948
Total Non-Personnel/OTPS		3,733,000
Total Expenses		5,715,999

**2020-21 General Funds Summary
Undergraduate Education**

Income		
Tuition		0
Fees		0
Other Departmental income		1,253,500
Total Income		1,253,500
Expense		
Instruction		
Salary/Wage	740,975	
Fringe	53,922	
Non-Personnel/OTPS	200,765	
Subtotal		995,662
Research		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	260,822	
Subtotal		260,822
Other Public Service		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Academic Support		
Salary/Wage	8,156,186	
Fringe	3,685,956	
Non-Personnel/OTPS	1,717,897	
Subtotal		13,560,039
Institutional Support		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Services		
Salary/Wage	13,390,952	
Fringe	4,105,572	
Non-Personnel/OTPS	3,234,941	
Subtotal		20,731,465
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	63,835,959	
Subtotal		63,835,959
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Total Salary/Wage		22,288,113
Total Fringe		7,845,450
Total Non-Personnel/OTPS		69,250,384
Total Expenses		99,383,947

**2020-21 General Funds Summary
University Libraries**

Income		
Tuition		0
Fees		0
Other Departmental income		250,000
Total Income		250,000
Expense		
Instruction		
Salary/Wage	733,322	
Fringe	267,825	
Non-Personnel/OTPS	28,000	
Subtotal		1,029,147
Research		
Salary/Wage	16,679	
Fringe	6,185	
Non-Personnel/OTPS	0	
Subtotal		22,864
Other Public Service		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Academic Support		
Salary/Wage	25,756,681	
Fringe	9,099,396	
Non-Personnel/OTPS	23,657,593	
Subtotal		58,513,671
Institutional Support		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Services		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	187,000	
Subtotal		187,000
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Total Salary/Wage		26,506,683
Total Fringe		9,373,406
Total Non-Personnel/OTPS		23,872,593
Total Expenses		59,752,682

**2020-21 General Funds Summary
University Outreach**

Income		
	Tuition	14,551,386
	Fees	570,350
	Other Departmental income	121,517
Total Income		15,243,253
Expense		
	Instruction	
	Salary/Wage	933,926
	Fringe	211,427
	Non-Personnel/OTPS	4,913,545
	Subtotal	6,058,898
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Other Public Service	
	Salary/Wage	4,165,998
	Fringe	1,410,084
	Non-Personnel/OTPS	5,251,173
	Subtotal	10,827,255
	Academic Support	
	Salary/Wage	625,659
	Fringe	204,574
	Non-Personnel/OTPS	568,386
	Subtotal	1,398,619
	Institutional Support	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Student Services	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	570,350
	Subtotal	570,350
	Physical Plant	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Total Salary/Wage	5,725,583
	Total Fringe	1,826,085
	Total Non-Personnel/OTPS	11,303,454
Total Expenses		18,855,121

Administrative Support Units

- ◆ **Athletic Rec Services & Support**
- ◆ **Campus Recreation**
- ◆ **Development & Alumni Relations**
- ◆ **Educational Equity**
- ◆ **Finance & Business**
- ◆ **Finance & Business - Physical Plant**
- ◆ **General & Academic Administration**
- ◆ **Student Affairs**
- ◆ **Strategic Communications**
- ◆ **BJC and Business Services**
- ◆ **Human Resources**
- ◆ **University Police**
- ◆ **Controllers Reg**
- ◆ **University Health Services**
- ◆ **University Budget Office**
- ◆ **Exec. VP and Provost**
- ◆ **Office of the President**
- ◆ **WPSU-TV**
- ◆ **World Campus**
- ◆ **Millennium Scholars Program**

**2020-21 General Funds Summary
Athletic Rec Services & Support**

Income		
Tuition		0
Fees		0
Other Departmental income		1,160,026
Total Income		1,160,026
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		1,281,314
Fringe		351,463
Non-Personnel/OTPS		508,338
Subtotal		2,141,115
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		4,971
Subtotal		4,971
Institutional Support		
Salary/Wage		160,790
Fringe		53,885
Non-Personnel/OTPS		30,000
Subtotal		244,674
Student Services		
Salary/Wage		150,148
Fringe		55,675
Non-Personnel/OTPS		105,000
Subtotal		310,823
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		1,592,252
Total Fringe		461,023
Total Non-Personnel/OTPS		648,309
Total Expenses		2,701,584

**2020-21 General Funds Summary
Campus Recreation**

Income		
Tuition		0
Fees		0
Other Departmental income		1,684,768
Total Income		1,684,768
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		4,704,632
Fringe		1,277,009
Non-Personnel/OTPS		3,709,572
Subtotal		9,691,213
Institutional Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Services		
Salary/Wage		1,083,971
Fringe		3,208
Non-Personnel/OTPS		1,432,226
Subtotal		2,519,405
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		5,788,603
Total Fringe		1,280,217
Total Non-Personnel/OTPS		5,141,798
Total Expenses		12,210,618

**2020-21 General Funds Summary
Development & Alumni Relations**

Income		
Tuition		0
Fees		0
Other Departmental income		7,622,803
Total Income		7,622,803
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Institutional Support		
Salary/Wage		32,286,764
Fringe		11,971,932
Non-Personnel/OTPS		6,403,113
Subtotal		50,661,809
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		32,286,764
Total Fringe		11,971,932
Total Non-Personnel/OTPS		6,403,113
Total Expenses		50,661,809

**2020-21 General Funds Summary
Educational Equity**

Income		
Tuition		0
Fees		0
Other Departmental income		60,000
Total Income		60,000
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		50,000
Fringe		18,540
Non-Personnel/OTPS		5,000
Subtotal		73,540
Institutional Support		
Salary/Wage		1,404,048
Fringe		520,621
Non-Personnel/OTPS		221,500
Subtotal		2,146,169
Student Services		
Salary/Wage		1,289,378
Fringe		438,947
Non-Personnel/OTPS		245,000
Subtotal		1,973,325
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		2,743,426
Total Fringe		978,108
Total Non-Personnel/OTPS		471,500
Total Expenses		4,193,034

**2020-21 General Funds Summary
Finance & Business**

Income		
Tuition		0
Fees		0
Other Departmental income		665,503
Total Income		665,503
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Institutional Support		
Salary/Wage		9,106,208
Fringe		3,373,124
Non-Personnel/OTPS		13,202,585
Subtotal		25,681,917
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		9,106,208
Total Fringe		3,373,124
Total Non-Personnel/OTPS		13,202,585
Total Expenses		25,681,917

**2020-21 General Funds Summary
Finance & Business – Physical Plant**

Income		
Tuition		0
Fees		0
Other Departmental income		5,088,341
Total Income		5,088,341
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Institutional Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		221,272
Subtotal		221,272
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		24,660,631
Fringe		16,701,953
Non-Personnel/OTPS		159,204,630
Subtotal		200,567,214
Total Salary/Wage		24,660,631
Total Fringe		16,701,953
Total Non-Personnel/OTPS		159,425,902
Total Expenses		200,788,486

**2020-21 General Funds Summary
General & Academic Administration**

Income		
Tuition		0
Fees		0
Other Departmental income		0
Total Income		0
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage	7,390,149	
Fringe	2,740,267	
Non-Personnel/OTPS	0	
Subtotal	10,130,416	
Institutional Support		
Salary/Wage	8,675,889	
Fringe	3,082,792	
Non-Personnel/OTPS	700,000	
Subtotal	12,458,681	
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage	16,066,038	
Total Fringe	5,823,059	
Total Non-Personnel/OTPS	700,000	
Total Expenses	22,589,097	

**2020-21 General Funds Summary
Student Affairs**

Income		
Tuition		0
Fees		0
Other Departmental income		4,125,980
Total Income		4,125,980
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Institutional Support		
Salary/Wage		1,114,717
Fringe		411,264
Non-Personnel/OTPS		75,474
Subtotal		1,601,455
Student Services		
Salary/Wage		14,790,195
Fringe		5,184,727
Non-Personnel/OTPS		12,271,577
Subtotal		32,246,499
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		15,904,912
Total Fringe		5,595,991
Total Non-Personnel/OTPS		12,347,051
Total Expenses		33,847,954

**2020-21 General Funds Summary
Strategic Communications**

Income		
Tuition		0
Fees		0
Other Departmental income		356,000
Total Income		356,000
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Institutional Support		
Salary/Wage		4,253,306
Fringe		1,575,373
Non-Personnel/OTPS		8,512,954
Subtotal		14,341,633
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		301,411
Subtotal		301,411
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		4,253,306
Total Fringe		1,575,373
Total Non-Personnel/OTPS		8,814,365
Total Expenses		14,643,044

**2020-21 General Funds Summary
BJC and Business Services**

Income		
Tuition		0
Fees		0
Other Departmental income		3,185,120
Total Income		3,185,120
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Institutional Support		
Salary/Wage		7,161,424
Fringe		2,937,194
Non-Personnel/OTPS		7,903,219
Subtotal		18,001,837
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		7,161,424
Total Fringe		2,937,194
Total Non-Personnel/OTPS		7,903,219
Total Expenses		18,001,837

**2020-21 General Funds Summary
Human Resources**

Income		
Tuition		0
Fees		0
Other Departmental income		5,704,035
Total Income		5,704,035
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage	2,699,859	
Fringe	991,332	
Non-Personnel/OTPS	1,007,323	
Subtotal	4,698,514	
Institutional Support		
Salary/Wage	14,493,801	
Fringe	5,576,055	
Non-Personnel/OTPS	4,103,597	
Subtotal	24,173,453	
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		17,193,660
Total Fringe		6,567,387
Total Non-Personnel/OTPS		5,110,921
Total Expenses		28,871,967

**2020-21 General Funds Summary
University Police**

Income		
Tuition		0
Fees		0
Other Departmental income		0
Total Income		0
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Institutional Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		16,009,896
Fringe		6,094,967
Non-Personnel/OTPS		6,962,246
Subtotal		29,067,109
Total Salary/Wage		16,009,896
Total Fringe		6,094,967
Total Non-Personnel/OTPS		6,962,246
Total Expenses		29,067,109

**2020-21 General Funds Summary
Controllers Reg**

Income		
Tuition		0
Fees		0
Other Departmental income		887,856
Total Income		887,856
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Institutional Support		
Salary/Wage		11,837,675
Fringe		4,366,736
Non-Personnel/OTPS		867,727
Subtotal		17,072,138
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		245,864
Fringe		91,166
Non-Personnel/OTPS		47,457
Subtotal		384,487
Total Salary/Wage		12,083,539
Total Fringe		4,457,902
Total Non-Personnel/OTPS		915,184
Total Expenses		17,456,625

**2020-21 General Funds Summary
University Health Services**

Income		
Tuition		0
Fees		0
Other Departmental income		38,401,321
Total Income		38,401,321
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Institutional Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Services		
Salary/Wage		9,858,092
Fringe		3,149,894
Non-Personnel/OTPS		31,803,017
Subtotal		44,811,003
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		9,858,092
Total Fringe		3,149,894
Total Non-Personnel/OTPS		31,803,017
Total Expenses		44,811,003

2020-21 General Funds Summary
University Budget Office

Income		
Tuition		0
Fees		0
Other Departmental income		0
Total Income		0
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Institutional Support		
Salary/Wage		10,542,896
Fringe		3,813,843
Non-Personnel/OTPS		1,287,234
Subtotal		15,643,972
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		10,542,896
Total Fringe		3,813,843
Total Non-Personnel/OTPS		1,287,234
Total Expenses		15,643,972

2020-21 General Funds Summary
Exec. VP and Provost

Income		
Tuition		0
Fees		0
Other Departmental income		0
Total Income		0
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Institutional Support		
Salary/Wage		1,686,125
Fringe		625,215
Non-Personnel/OTPS		567,302
Subtotal		2,878,642
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		1,686,125
Total Fringe		625,215
Total Non-Personnel/OTPS		567,302
Total Expenses		2,878,642

**2020-21 General Funds Summary
Office of the President**

Income		
Tuition		0
Fees		0
Other Departmental income		0
Total Income		0
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		44,988
Fringe		16,682
Non-Personnel/OTPS		22,108
Subtotal		83,777
Institutional Support		
Salary/Wage		3,720,404
Fringe		1,379,526
Non-Personnel/OTPS		12,566,068
Subtotal		17,665,998
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		3,765,392
Total Fringe		1,396,207
Total Non-Personnel/OTPS		12,588,176
Total Expenses		17,749,775

**2020-21 General Funds Summary
WPSU-TV**

Income		
Tuition		0
Fees		0
Other Departmental income		0
Total Income		0
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage	2,968,967	
Fringe	1,130,286	
Non-Personnel/OTPS	0	
Subtotal	4,099,253	
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Institutional Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage	2,968,967	
Total Fringe	1,130,286	
Total Non-Personnel/OTPS	0	
Total Expenses	4,099,253	

**2020-21 General Funds Summary
World Campus**

Income		
Tuition		176,130,377
Fees		0
Other Departmental income		100,000
Total Income		176,230,377
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		131
Subtotal		131
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		15,974,049
Fringe		5,912,134
Non-Personnel/OTPS		13,120,651
Subtotal		35,006,834
Institutional Support		
Salary/Wage		7,441,647
Fringe		2,743,461
Non-Personnel/OTPS		15,701,931
Subtotal		25,887,039
Student Services		
Salary/Wage		3,890,651
Fringe		1,414,831
Non-Personnel/OTPS		3,908,690
Subtotal		9,214,172
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		250,000
Subtotal		250,000
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		27,306,347
Total Fringe		10,070,426
Total Non-Personnel/OTPS		32,981,402
Total Expenses		70,358,175

**2020-21 General Funds Summary
Millennium Scholars Program**

Income		
Tuition		0
Fees		0
Other Departmental income		1,112,632
Total Income		1,112,632
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		312,552
Fringe		82,118
Non-Personnel/OTPS		167,991
Subtotal		562,661
Institutional Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		2,219,152
Subtotal		2,219,152
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Total Salary/Wage		312,552
Total Fringe		82,118
Total Non-Personnel/OTPS		2,387,143
Total Expenses		2,781,813

Commonwealth Campuses

- ◆ **Abington**
- ◆ **Altoona**
- ◆ **Beaver**
- ◆ **Berks**
- ◆ **Brandywine**
- ◆ **DuBois**
- ◆ **Erie – Behrend**
- ◆ **Fayette - Eberly College**
- ◆ **Greater Allegheny**
- ◆ **Harrisburg**
- ◆ **Hazleton**
- ◆ **Lehigh Valley**
- ◆ **Mont Alto**
- ◆ **New Kensington**
- ◆ **Schuylkill**
- ◆ **Scranton**
- ◆ **Shenango**
- ◆ **Wilkes-Barre**
- ◆ **York**
- ◆ **VP for Commonwealth Campuses**

**2020-21 General Funds Summary
Abington**

Income		
	Tuition	334,360
	Fees	0
	Other Departmental income	454,487
Total Income		788,847
Expense		
	Instruction	
	Salary/Wage	16,095,733
	Fringe	5,085,150
	Non-Personnel/OTPS	409,781
	Subtotal	21,590,664
	Research	
	Salary/Wage	2,500
	Fringe	927
	Non-Personnel/OTPS	79,987
	Subtotal	83,414
	Other Public Service	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	20,000
	Subtotal	20,000
	Academic Support	
	Salary/Wage	3,705,161
	Fringe	1,287,356
	Non-Personnel/OTPS	2,394,111
	Subtotal	7,386,628
	Institutional Support	
	Salary/Wage	1,788,992
	Fringe	637,052
	Non-Personnel/OTPS	870,382
	Subtotal	3,296,426
	Student Services	
	Salary/Wage	3,230,642
	Fringe	1,091,113
	Non-Personnel/OTPS	2,974,885
	Subtotal	7,296,640
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	1,120,626
	Subtotal	1,120,626
	Physical Plant	
	Salary/Wage	2,009,530
	Fringe	745,134
	Non-Personnel/OTPS	5,329,038
	Subtotal	8,083,702
	Total Salary/Wage	26,832,558
	Total Fringe	8,846,731
	Total Non-Personnel/OTPS	13,198,810
Total Expenses		48,878,099

**2020-21 General Funds Summary
Altoona**

Income		
Tuition		169,569
Fees		0
Other Departmental income		737,957
Total Income		907,526
Expense		
Instruction		
Salary/Wage		15,016,189
Fringe		5,550,478
Non-Personnel/OTPS		33,500
Subtotal		20,600,167
Research		
Salary/Wage		297,791
Fringe		110,200
Non-Personnel/OTPS		132,000
Subtotal		539,991
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Academic Support		
Salary/Wage		5,345,310
Fringe		1,849,035
Non-Personnel/OTPS		3,157,700
Subtotal		10,352,045
Institutional Support		
Salary/Wage		754,976
Fringe		279,386
Non-Personnel/OTPS		245,500
Subtotal		1,279,862
Student Services		
Salary/Wage		2,382,524
Fringe		848,956
Non-Personnel/OTPS		2,219,100
Subtotal		5,450,580
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		620,000
Subtotal		620,000
Physical Plant		
Salary/Wage		2,606,677
Fringe		949,600
Non-Personnel/OTPS		3,885,000
Subtotal		7,441,277
Total Salary/Wage		26,403,467
Total Fringe		9,587,655
Total Non-Personnel/OTPS		10,292,800
Total Expenses		46,283,922

**2020-21 General Funds Summary
Beaver**

Income		
	Tuition	461,000
	Fees	0
	Other Departmental income	18,860
Total Income		479,860
Expense		
	Instruction	
	Salary/Wage	3,193,265
	Fringe	680,627
	Non-Personnel/OTPS	194,000
	Subtotal	4,067,892
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Other Public Service	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Academic Support	
	Salary/Wage	644,980
	Fringe	138,494
	Non-Personnel/OTPS	368,127
	Subtotal	1,151,601
	Institutional Support	
	Salary/Wage	464,655
	Fringe	101,250
	Non-Personnel/OTPS	530,617
	Subtotal	1,096,522
	Student Services	
	Salary/Wage	988,384
	Fringe	201,745
	Non-Personnel/OTPS	770,742
	Subtotal	1,960,871
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	231,000
	Subtotal	231,000
	Physical Plant	
	Salary/Wage	542,400
	Fringe	120,151
	Non-Personnel/OTPS	503,133
	Subtotal	1,165,684
	Total Salary/Wage	5,833,684
	Total Fringe	1,242,267
	Total Non-Personnel/OTPS	2,597,619
Total Expenses		9,673,570

2020-21 General Funds Summary

Berks

Income		
	Tuition	668,283
	Fees	0
	Other Departmental income	91,482
Total Income		759,765
Expense		
	Instruction	
	Salary/Wage	12,478,764
	Fringe	4,563,418
	Non-Personnel/OTPS	207,100
	Subtotal	17,249,282
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Other Public Service	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Academic Support	
	Salary/Wage	2,978,888
	Fringe	1,033,271
	Non-Personnel/OTPS	2,192,103
	Subtotal	6,204,261
	Institutional Support	
	Salary/Wage	691,786
	Fringe	254,310
	Non-Personnel/OTPS	929,206
	Subtotal	1,875,302
	Student Services	
	Salary/Wage	1,890,695
	Fringe	660,226
	Non-Personnel/OTPS	1,594,872
	Subtotal	4,145,793
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	729,434
	Subtotal	729,434
	Physical Plant	
	Salary/Wage	1,930,221
	Fringe	712,909
	Non-Personnel/OTPS	1,255,759
	Subtotal	3,898,889
	Total Salary/Wage	19,970,353
	Total Fringe	7,224,134
	Total Non-Personnel/OTPS	6,908,474
Total Expenses		34,102,961

**2020-21 General Funds Summary
Brandywine**

Income		
	Tuition	10,035
	Fees	0
	Other Departmental income	10,482
Total Income		20,517
Expense		
	Instruction	
	Salary/Wage	6,254,766
	Fringe	2,305,098
	Non-Personnel/OTPS	3,675
	Subtotal	8,563,539
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	10,000
	Subtotal	10,000
	Other Public Service	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Academic Support	
	Salary/Wage	907,088
	Fringe	300,218
	Non-Personnel/OTPS	439,852
	Subtotal	1,647,158
	Institutional Support	
	Salary/Wage	804,307
	Fringe	295,827
	Non-Personnel/OTPS	458,047
	Subtotal	1,558,181
	Student Services	
	Salary/Wage	1,526,039
	Fringe	510,854
	Non-Personnel/OTPS	1,355,101
	Subtotal	3,391,994
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	204,678
	Subtotal	204,678
	Physical Plant	
	Salary/Wage	991,011
	Fringe	367,467
	Non-Personnel/OTPS	1,427,000
	Subtotal	2,785,478
	Total Salary/Wage	10,483,211
	Total Fringe	3,779,464
	Total Non-Personnel/OTPS	3,898,353
Total Expenses		18,161,028

2020-21 General Funds Summary

DuBois

Income		
Tuition		50,000
Fees		0
Other Departmental income		810
Total Income		50,810
Expense		
Instruction		
Salary/Wage	3,888,818	
Fringe	1,363,362	
Non-Personnel/OTPS	148,752	
Subtotal		5,400,932
Research		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	13,000	
Subtotal		13,000
Other Public Service		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Academic Support		
Salary/Wage	470,893	
Fringe	165,287	
Non-Personnel/OTPS	82,037	
Subtotal		718,217
Institutional Support		
Salary/Wage	430,788	
Fringe	160,887	
Non-Personnel/OTPS	426,328	
Subtotal		1,018,003
Student Services		
Salary/Wage	864,878	
Fringe	303,313	
Non-Personnel/OTPS	819,555	
Subtotal		1,987,746
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	207,000	
Subtotal		207,000
Physical Plant		
Salary/Wage	572,019	
Fringe	216,509	
Non-Personnel/OTPS	401,311	
Subtotal		1,189,839
Total Salary/Wage		6,227,396
Total Fringe		2,209,358
Total Non-Personnel/OTPS		2,097,983
Total Expenses		10,534,737

**2020-21 General Funds Summary
Behrend**

Income		
	Tuition	348,904
	Fees	105,000
	Other Departmental income	1,772,363
Total Income		2,226,267
Expense		
	Instruction	
	Salary/Wage	26,750,237
	Fringe	9,868,038
	Non-Personnel/OTPS	970,324
	Subtotal	37,588,599
	Research	
	Salary/Wage	1,172,327
	Fringe	401,836
	Non-Personnel/OTPS	1,855,593
	Subtotal	3,429,756
	Other Public Service	
	Salary/Wage	275,384
	Fringe	53,569
	Non-Personnel/OTPS	226,986
	Subtotal	555,939
	Academic Support	
	Salary/Wage	2,337,859
	Fringe	795,885
	Non-Personnel/OTPS	2,122,113
	Subtotal	5,255,857
	Institutional Support	
	Salary/Wage	2,482,839
	Fringe	909,393
	Non-Personnel/OTPS	827,500
	Subtotal	4,219,733
	Student Services	
	Salary/Wage	4,144,967
	Fringe	1,394,105
	Non-Personnel/OTPS	2,627,577
	Subtotal	8,166,649
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	611,000
	Subtotal	611,000
	Physical Plant	
	Salary/Wage	3,245,000
	Fringe	1,186,560
	Non-Personnel/OTPS	2,793,769
	Subtotal	7,225,329
	Total Salary/Wage	40,408,613
	Total Fringe	14,609,386
	Total Non-Personnel/OTPS	12,034,862
Total Expenses		67,052,861

**2020-21 General Funds Summary
Fayette, The Eberly Campus**

Income		
	Tuition	172,277
	Fees	0
	Other Departmental income	25,430
Total Income		197,707
Expense		
	Instruction	
	Salary/Wage	3,128,989
	Fringe	1,171,941
	Non-Personnel/OTPS	87,000
	Subtotal	4,387,930
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Other Public Service	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Academic Support	
	Salary/Wage	959,346
	Fringe	286,062
	Non-Personnel/OTPS	485,448
	Subtotal	1,730,856
	Institutional Support	
	Salary/Wage	366,174
	Fringe	140,507
	Non-Personnel/OTPS	235,000
	Subtotal	741,681
	Student Services	
	Salary/Wage	723,408
	Fringe	268,093
	Non-Personnel/OTPS	915,508
	Subtotal	1,907,009
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	217,383
	Subtotal	217,383
	Physical Plant	
	Salary/Wage	591,512
	Fringe	224,183
	Non-Personnel/OTPS	695,000
	Subtotal	1,510,695
	Total Salary/Wage	5,769,429
	Total Fringe	2,090,786
	Total Non-Personnel/OTPS	2,635,339
Total Expenses		10,495,554

**2020-21 General Funds Summary
Greater Allegheny**

Income		
	Tuition	0
	Fees	0
	Other Departmental income	18,540
Total Income		18,540
Expense		
	Instruction	
	Salary/Wage	3,193,656
	Fringe	1,124,594
	Non-Personnel/OTPS	41,300
	Subtotal	4,359,550
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	2,000
	Subtotal	2,000
	Other Public Service	
	Salary/Wage	53,508
	Fringe	20,253
	Non-Personnel/OTPS	50,000
	Subtotal	123,761
	Academic Support	
	Salary/Wage	739,792
	Fringe	235,776
	Non-Personnel/OTPS	601,480
	Subtotal	1,577,048
	Institutional Support	
	Salary/Wage	356,552
	Fringe	132,706
	Non-Personnel/OTPS	129,540
	Subtotal	618,798
	Student Services	
	Salary/Wage	941,127
	Fringe	322,121
	Non-Personnel/OTPS	1,153,512
	Subtotal	2,416,760
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	240,000
	Subtotal	240,000
	Physical Plant	
	Salary/Wage	778,021
	Fringe	275,737
	Non-Personnel/OTPS	659,544
	Subtotal	1,713,302
	Total Salary/Wage	6,062,656
	Total Fringe	2,111,187
	Total Non-Personnel/OTPS	2,877,376
Total Expenses		11,051,219

**2020-21 General Funds Summary
Harrisburg**

Income		
	Tuition	279,150
	Fees	0
	Other Departmental income	3,115,752
Total Income		3,394,902
Expense		
	Instruction	
	Salary/Wage	28,543,402
	Fringe	9,663,895
	Non-Personnel/OTPS	1,840,000
	Subtotal	40,047,297
	Research	
	Salary/Wage	911,150
	Fringe	326,160
	Non-Personnel/OTPS	252,561
	Subtotal	1,489,871
	Other Public Service	
	Salary/Wage	662,600
	Fringe	387,140
	Non-Personnel/OTPS	764,000
	Subtotal	1,813,740
	Academic Support	
	Salary/Wage	3,496,294
	Fringe	839,450
	Non-Personnel/OTPS	2,999,125
	Subtotal	7,334,869
	Institutional Support	
	Salary/Wage	1,479,302
	Fringe	481,804
	Non-Personnel/OTPS	1,161,696
	Subtotal	3,122,802
	Student Services	
	Salary/Wage	3,780,760
	Fringe	1,188,290
	Non-Personnel/OTPS	4,112,645
	Subtotal	9,081,695
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	2,278,600
	Subtotal	2,278,600
	Physical Plant	
	Salary/Wage	3,489,500
	Fringe	1,253,800
	Non-Personnel/OTPS	3,615,019
	Subtotal	8,358,319
	Total Salary/Wage	42,363,008
	Total Fringe	14,140,539
	Total Non-Personnel/OTPS	17,023,646
Total Expenses		73,527,193

**2020-21 General Funds Summary
Hazleton**

Income		
	Tuition	510,000
	Fees	0
	Other Departmental income	7,000
Total Income		517,000
Expense		
	Instruction	
	Salary/Wage	4,599,409
	Fringe	1,567,854
	Non-Personnel/OTPS	111,000
	Subtotal	6,278,263
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	5,596
	Subtotal	5,596
	Other Public Service	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Academic Support	
	Salary/Wage	922,483
	Fringe	328,404
	Non-Personnel/OTPS	574,548
	Subtotal	1,825,435
	Institutional Support	
	Salary/Wage	233,115
	Fringe	86,384
	Non-Personnel/OTPS	364,681
	Subtotal	684,180
	Student Services	
	Salary/Wage	991,489
	Fringe	336,436
	Non-Personnel/OTPS	825,345
	Subtotal	2,153,270
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	330,130
	Subtotal	330,130
	Physical Plant	
	Salary/Wage	708,720
	Fringe	262,793
	Non-Personnel/OTPS	834,050
	Subtotal	1,805,563
	Total Salary/Wage	7,455,216
	Total Fringe	2,581,871
	Total Non-Personnel/OTPS	3,045,350
Total Expenses		13,082,437

**2020-21 General Funds Summary
Lehigh Valley**

Income		
	Tuition	429,078
	Fees	0
	Other Departmental income	16,315
Total Income		445,393
Expense		
	Instruction	
	Salary/Wage	3,258,996
	Fringe	1,185,516
	Non-Personnel/OTPS	179,493
	Subtotal	4,624,005
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	6,000
	Subtotal	6,000
	Other Public Service	
	Salary/Wage	64,472
	Fringe	23,322
	Non-Personnel/OTPS	8,000
	Subtotal	95,794
	Academic Support	
	Salary/Wage	992,704
	Fringe	360,233
	Non-Personnel/OTPS	536,026
	Subtotal	1,888,963
	Institutional Support	
	Salary/Wage	607,736
	Fringe	199,268
	Non-Personnel/OTPS	631,463
	Subtotal	1,438,467
	Student Services	
	Salary/Wage	2,010,719
	Fringe	721,274
	Non-Personnel/OTPS	1,224,227
	Subtotal	3,956,220
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	162,820
	Subtotal	162,820
	Physical Plant	
	Salary/Wage	477,612
	Fringe	177,099
	Non-Personnel/OTPS	801,992
	Subtotal	1,456,703
	Total Salary/Wage	7,412,239
	Total Fringe	2,666,711
	Total Non-Personnel/OTPS	3,550,021
Total Expenses		13,628,971

**2020-21 General Funds Summary
Mont Alto**

Income		
	Tuition	15,000
	Fees	240
	Other Departmental income	18,035
Total Income		33,275
Expense		
	Instruction	
	Salary/Wage	4,435,500
	Fringe	1,357,796
	Non-Personnel/OTPS	99,499
	Subtotal	5,892,794
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Other Public Service	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	81,558
	Subtotal	81,558
	Academic Support	
	Salary/Wage	692,331
	Fringe	216,526
	Non-Personnel/OTPS	244,119
	Subtotal	1,152,976
	Institutional Support	
	Salary/Wage	459,706
	Fringe	182,316
	Non-Personnel/OTPS	222,570
	Subtotal	864,592
	Student Services	
	Salary/Wage	1,331,258
	Fringe	435,293
	Non-Personnel/OTPS	1,540,377
	Subtotal	3,306,928
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	246,353
	Subtotal	246,353
	Physical Plant	
	Salary/Wage	913,021
	Fringe	391,691
	Non-Personnel/OTPS	795,990
	Subtotal	2,100,702
	Total Salary/Wage	7,831,816
	Total Fringe	2,583,621
	Total Non-Personnel/OTPS	3,230,466
Total Expenses		13,645,903

**2020-21 General Funds Summary
New Kensington**

Income		
	Tuition	45,000
	Fees	0
	Other Departmental income	28,966
Total Income		73,966
Expense		
	Instruction	
	Salary/Wage	3,306,097
	Fringe	1,211,674
	Non-Personnel/OTPS	33,125
	Subtotal	4,550,896
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Other Public Service	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Academic Support	
	Salary/Wage	714,392
	Fringe	243,321
	Non-Personnel/OTPS	405,500
	Subtotal	1,363,213
	Institutional Support	
	Salary/Wage	498,841
	Fringe	181,766
	Non-Personnel/OTPS	388,000
	Subtotal	1,068,607
	Student Services	
	Salary/Wage	881,879
	Fringe	287,667
	Non-Personnel/OTPS	819,349
	Subtotal	1,988,895
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	271,950
	Subtotal	271,950
	Physical Plant	
	Salary/Wage	580,000
	Fringe	219,820
	Non-Personnel/OTPS	600,000
	Subtotal	1,399,820
	Total Salary/Wage	5,981,209
	Total Fringe	2,144,248
	Total Non-Personnel/OTPS	2,517,924
Total Expenses		10,643,381

**2020-21 General Funds Summary
Schuylkill**

Income		
	Tuition	71,350
	Fees	0
	Other Departmental income	63,592
Total Income		134,942
Expense		
	Instruction	
	Salary/Wage	3,476,783
	Fringe	1,224,281
	Non-Personnel/OTPS	174,214
	Subtotal	4,875,278
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Other Public Service	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Academic Support	
	Salary/Wage	1,086,930
	Fringe	374,587
	Non-Personnel/OTPS	338,792
	Subtotal	1,800,309
	Institutional Support	
	Salary/Wage	554,245
	Fringe	205,514
	Non-Personnel/OTPS	337,305
	Subtotal	1,097,064
	Student Services	
	Salary/Wage	1,197,896
	Fringe	412,611
	Non-Personnel/OTPS	800,225
	Subtotal	2,410,732
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	670,000
	Subtotal	670,000
	Physical Plant	
	Salary/Wage	687,459
	Fringe	249,212
	Non-Personnel/OTPS	1,156,825
	Subtotal	2,093,496
	Total Salary/Wage	7,003,313
	Total Fringe	2,466,205
	Total Non-Personnel/OTPS	3,477,361
Total Expenses		12,946,879

**2020-21 General Funds Summary
Scranton**

Income		
	Tuition	170,000
	Fees	0
	Other Departmental income	0
Total Income		170,000
Expense		
	Instruction	
	Salary/Wage	4,687,066
	Fringe	1,553,662
	Non-Personnel/OTPS	210,485
	Subtotal	6,451,213
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Other Public Service	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Academic Support	
	Salary/Wage	1,136,093
	Fringe	392,612
	Non-Personnel/OTPS	350,748
	Subtotal	1,879,453
	Institutional Support	
	Salary/Wage	560,816
	Fringe	203,984
	Non-Personnel/OTPS	1,430,200
	Subtotal	2,195,000
	Student Services	
	Salary/Wage	1,247,888
	Fringe	416,536
	Non-Personnel/OTPS	999,907
	Subtotal	2,664,331
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	162,446
	Subtotal	162,446
	Physical Plant	
	Salary/Wage	618,874
	Fringe	229,479
	Non-Personnel/OTPS	1,990,450
	Subtotal	2,838,803
	Total Salary/Wage	8,250,737
	Total Fringe	2,796,273
	Total Non-Personnel/OTPS	5,144,236
Total Expenses		16,191,246

**2020-21 General Funds Summary
Shenango**

Income		
	Tuition	0
	Fees	0
	Other Departmental income	15,000
Total Income		15,000
Expense		
	Instruction	
	Salary/Wage	2,512,771
	Fringe	916,254
	Non-Personnel/OTPS	57,301
	Subtotal	3,486,325
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	4,982
	Subtotal	4,982
	Other Public Service	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	4,549
	Subtotal	4,549
	Academic Support	
	Salary/Wage	300,269
	Fringe	108,228
	Non-Personnel/OTPS	109,891
	Subtotal	518,388
	Institutional Support	
	Salary/Wage	411,081
	Fringe	159,792
	Non-Personnel/OTPS	344,657
	Subtotal	915,530
	Student Services	
	Salary/Wage	763,635
	Fringe	277,071
	Non-Personnel/OTPS	493,603
	Subtotal	1,534,309
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	242,190
	Subtotal	242,190
	Physical Plant	
	Salary/Wage	549,251
	Fringe	209,763
	Non-Personnel/OTPS	658,752
	Subtotal	1,417,766
	Total Salary/Wage	4,537,007
	Total Fringe	1,671,108
	Total Non-Personnel/OTPS	1,915,925
Total Expenses		8,124,039

**2020-21 General Funds Summary
Wilkes-Barre**

Income		
	Tuition	299,065
	Fees	0
	Other Departmental income	25,850
Total Income		324,915
Expense		
	Instruction	
	Salary/Wage	2,500,387
	Fringe	907,814
	Non-Personnel/OTPS	28,703
	Subtotal	3,436,904
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Other Public Service	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Academic Support	
	Salary/Wage	602,735
	Fringe	220,600
	Non-Personnel/OTPS	363,922
	Subtotal	1,187,257
	Institutional Support	
	Salary/Wage	558,472
	Fringe	203,435
	Non-Personnel/OTPS	666,550
	Subtotal	1,428,457
	Student Services	
	Salary/Wage	842,724
	Fringe	299,012
	Non-Personnel/OTPS	401,890
	Subtotal	1,543,626
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	118,690
	Subtotal	118,690
	Physical Plant	
	Salary/Wage	475,289
	Fringe	176,237
	Non-Personnel/OTPS	491,888
	Subtotal	1,143,414
	Total Salary/Wage	4,979,607
	Total Fringe	1,807,098
	Total Non-Personnel/OTPS	2,071,643
Total Expenses		8,858,348

**2020-21 General Funds Summary
York**

Income		
	Tuition	140,925
	Fees	0
	Other Departmental income	563,845
Total Income		704,770
Expense		
	Instruction	
	Salary/Wage	4,828,531
	Fringe	1,727,988
	Non-Personnel/OTPS	11,861
	Subtotal	6,568,380
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	112,718
	Subtotal	112,718
	Other Public Service	
	Salary/Wage	411,628
	Fringe	142,965
	Non-Personnel/OTPS	452,853
	Subtotal	1,007,446
	Academic Support	
	Salary/Wage	838,707
	Fringe	265,568
	Non-Personnel/OTPS	228,842
	Subtotal	1,333,117
	Institutional Support	
	Salary/Wage	670,284
	Fringe	240,949
	Non-Personnel/OTPS	414,457
	Subtotal	1,325,690
	Student Services	
	Salary/Wage	1,247,159
	Fringe	404,403
	Non-Personnel/OTPS	1,267,643
	Subtotal	2,919,204
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	417,000
	Subtotal	417,000
	Physical Plant	
	Salary/Wage	773,927
	Fringe	286,972
	Non-Personnel/OTPS	1,576,576
	Subtotal	2,637,475
	Total Salary/Wage	8,770,236
	Total Fringe	3,068,844
	Total Non-Personnel/OTPS	4,481,950
Total Expenses		16,321,030

**2020-21 General Funds Summary
VP for Commonwealth Campuses**

Income		
Tuition		0
Fees		0
Other Departmental income		1,100,000
Total Income		1,100,000
Expense		
Instruction		
Salary/Wage	1,198,980	
Fringe	389,978	
Non-Personnel/OTPS	0	
Subtotal		1,588,958
Research		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Other Public Service		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	0	
Subtotal		0
Academic Support		
Salary/Wage	6,924,843	
Fringe	2,565,510	
Non-Personnel/OTPS	336,600	
Subtotal		9,826,953
Institutional Support		
Salary/Wage	3,087,704	
Fringe	1,144,920	
Non-Personnel/OTPS	478,774	
Subtotal		4,711,398
Student Services		
Salary/Wage	218,324	
Fringe	79,794	
Non-Personnel/OTPS	348,629	
Subtotal		646,747
Student Aid		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	8,500	
Subtotal		8,500
Physical Plant		
Salary/Wage	0	
Fringe	0	
Non-Personnel/OTPS	15,000	
Subtotal		15,000
Total Salary/Wage		11,429,851
Total Fringe		4,180,202
Total Non-Personnel/OTPS		1,187,503
Total Expenses		16,797,556

Great Valley

**2020-21 General Funds Summary
Great Valley**

Income		
	Tuition	332,200
	Fees	0
	Other Departmental income	403,500
Total Income		735,700
Expense		
	Instruction	
	Salary/Wage	5,708,453
	Fringe	2,169,155
	Non-Personnel/OTPS	521,514
	Subtotal	8,399,122
	Research	
	Salary/Wage	238,224
	Fringe	27,308
	Non-Personnel/OTPS	85,000
	Subtotal	350,532
	Other Public Service	
	Salary/Wage	335,636
	Fringe	68,306
	Non-Personnel/OTPS	62,099
	Subtotal	466,041
	Academic Support	
	Salary/Wage	1,497,116
	Fringe	297,701
	Non-Personnel/OTPS	632,937
	Subtotal	2,427,754
	Institutional Support	
	Salary/Wage	368,290
	Fringe	78,545
	Non-Personnel/OTPS	311,200
	Subtotal	758,035
	Student Services	
	Salary/Wage	389,355
	Fringe	82,985
	Non-Personnel/OTPS	138,416
	Subtotal	610,756
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	400,000
	Subtotal	400,000
	Physical Plant	
	Salary/Wage	382,487
	Fringe	83,832
	Non-Personnel/OTPS	550,465
	Subtotal	1,016,784
	Total Salary/Wage	8,919,561
	Total Fringe	2,807,832
	Total Non-Personnel/OTPS	2,701,631
Total Expenses		14,429,024

Central Budgets

**2020-21 General Funds Summary
Central Budgets**

Income		
Tuition		1,599,853,898
Fees		0
Other Departmental income		455,359,401
Total Income		2,055,213,299
Expense		
Instruction		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		5,000,000
Subtotal		5,000,000
Research		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		600,000
Subtotal		600,000
Other Public Service		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		(1,020,000)
Subtotal		(1,020,000)
Academic Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		1,000,000
Subtotal		1,000,000
Institutional Support		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		133,264,209
Subtotal		133,264,209
Student Services		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		0
Subtotal		0
Student Aid		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		2,734,000
Subtotal		2,734,000
Physical Plant		
Salary/Wage		0
Fringe		0
Non-Personnel/OTPS		(12,840,000)
Subtotal		(12,840,000)
Total Salary/Wage		0
Total Fringe		0
Total Non-Personnel/OTPS		128,738,209
Total Expenses		128,738,209

Dickinson Law

**2020-21 General Funds Summary
Dickinson Law**

Income		
	Tuition	10,621,692
	Fees	0
	Other Departmental income	122,108
Total Income		10,743,800
Expense		
	Instruction	
	Salary/Wage	3,379,659
	Fringe	1,177,873
	Non-Personnel/OTPS	283,094
	Subtotal	4,840,626
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Other Public Service	
	Salary/Wage	420,915
	Fringe	141,039
	Non-Personnel/OTPS	68,500
	Subtotal	630,454
	Academic Support	
	Salary/Wage	2,076,566
	Fringe	755,381
	Non-Personnel/OTPS	1,380,091
	Subtotal	4,212,038
	Institutional Support	
	Salary/Wage	102,009
	Fringe	37,241
	Non-Personnel/OTPS	11,000
	Subtotal	150,250
	Student Services	
	Salary/Wage	799,936
	Fringe	286,243
	Non-Personnel/OTPS	550,000
	Subtotal	1,636,179
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	7,326,853
	Subtotal	7,326,853
	Physical Plant	
	Salary/Wage	299,675
	Fringe	109,658
	Non-Personnel/OTPS	501,000
	Subtotal	910,333
	Total Salary/Wage	7,078,760
	Total Fringe	2,507,435
	Total Non-Personnel/OTPS	10,120,538
Total Expenses		19,706,733

Penn State Law

**2020-21 General Funds Summary
Penn State Law**

Income		
	Tuition	23,079,932
	Fees	133,450
	Other Departmental income	4,392,017
Total Income		27,605,399
Expense		
	Instruction	
	Salary/Wage	7,641,505
	Fringe	2,916,749
	Non-Personnel/OTPS	299,250
	Subtotal	10,857,504
	Research	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	0
	Subtotal	0
	Other Public Service	
	Salary/Wage	1,249,987
	Fringe	451,803
	Non-Personnel/OTPS	1,153,289
	Subtotal	2,855,079
	Academic Support	
	Salary/Wage	3,063,925
	Fringe	1,066,807
	Non-Personnel/OTPS	2,190,754
	Subtotal	6,321,486
	Institutional Support	
	Salary/Wage	322,621
	Fringe	122,435
	Non-Personnel/OTPS	65,000
	Subtotal	510,056
	Student Services	
	Salary/Wage	1,627,268
	Fringe	591,370
	Non-Personnel/OTPS	698,680
	Subtotal	2,917,318
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	20,990,413
	Subtotal	20,990,413
	Physical Plant	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	190,410
	Subtotal	190,410
	Total Salary/Wage	13,905,306
	Total Fringe	5,149,164
	Total Non-Personnel/OTPS	25,587,796
Total Expenses		44,642,266

College of Medicine

**2020-21 General Funds Summary
College of Medicine**

Income		
	Tuition	38,270,249
	Fees	0
	Other Departmental income	101,479,811
Total Income		139,750,060
Expense		
	Instruction	
	Salary/Wage	43,996,275
	Fringe	13,594,054
	Non-Personnel/OTPS	7,418,984
	Subtotal	65,009,313
	Research	
	Salary/Wage	6,683,778
	Fringe	1,910,322
	Non-Personnel/OTPS	735,169
	Subtotal	9,329,269
	Other Public Service	
	Salary/Wage	220,880
	Fringe	83,191
	Non-Personnel/OTPS	3,503,832
	Subtotal	3,807,903
	Academic Support	
	Salary/Wage	8,562,226
	Fringe	2,517,457
	Non-Personnel/OTPS	9,330,963
	Subtotal	20,410,646
	Institutional Support	
	Salary/Wage	20,182,641
	Fringe	7,496,404
	Non-Personnel/OTPS	37,531,910
	Subtotal	65,210,955
	Student Services	
	Salary/Wage	2,783,622
	Fringe	432,222
	Non-Personnel/OTPS	376,312
	Subtotal	3,592,156
	Student Aid	
	Salary/Wage	0
	Fringe	0
	Non-Personnel/OTPS	3,318,577
	Subtotal	3,318,577
	Physical Plant	
	Salary/Wage	601,379
	Fringe	250,775
	Non-Personnel/OTPS	75,548,653
	Subtotal	76,400,807
	Total Salary/Wage	83,030,801
	Total Fringe	26,284,425
	Total Non-Personnel/OTPS	137,764,400
Total Expenses		247,079,626

TAB D

Employee Headcount and Salary Data

Employee Headcount and Salary Data

The headcount number of full-time employees and the mean and median salaries by employee classification are provided for fall semester 2019 (as of September 30, 2019). Data are shown at the academic or administrative unit level for all fund types combined. Academic employee data are shown for the following professorial ranks: professor, associate professor, assistant professor, and instructor. Academic employees with other ranks (e.g., lecturer, research associate, and research assistants) are included in the "other" category. All faculty salary data are nine-month-equivalent salaries, which is consistent with faculty salary data published nationally by the American Association of University Professors annually in *Academe* and *The Chronicle of Higher Education*.

Staff categories included in this section are: executive/administrative/ managerial, other professional non-faculty, clerical/secretarial, and technical/ service/others. These categories are based on the staff employee taxonomy that appears on the Integrated Post-Secondary Education Data Survey (IPEDS) Fall Staff Report. Staff employee headcounts also represent all fund types combined. Mean and median salaries for staff employees are determined by using actual annual salaries.

NOTE: Counts on the individual pages **do not** necessarily add up to the total pages. Individual pages **do not** include information for categories with 3 or less employees. The total pages **do** include all employees.

Mean and Median Salaries of Full-Time* Employees

As of September 30, 2019

All University

A. Faculty	Full-Time Headcount	Mean Salary	Median Salary
Faculty Rank			
Professor	1446	\$188,758	\$150,984
Associate Professor	1533	130,367	100,512
Assistant Professor	2182	123,341	85,356
Instructor	231	71,838	63,003
Other	1518	67,976	55,008
B. Staff	Full-Time Headcount	Mean Salary	Median Salary
Executive/Administrator/Managerial **	1827	\$121,521	\$94,164
Other Professional Non-Faculty	6079	69,655	61,800
Clerical/Secretarial	2470	41,616	39,828
Technical, Service and Other	3768	49,576	49,088

*Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Includes Academic Department Heads

Mean and Median Salaries of Full-Time* Employees

As of September 30, 2019

All University Less Hershey

A. Faculty	Full-Time Headcount	Mean Salary	Median Salary
Faculty Rank			
Professor	1178	\$150,563	\$136,008
Associate Professor	1277	99,752	94,716
Assistant Professor	1616	80,058	75,024
Instructor	185	63,026	59,328
Other	1391	68,873	53,136
B. Staff	Full-Time Headcount	Mean Salary	Median Salary
Executive/Administrator/Managerial **	1727	\$115,938	\$91,200
Other Professional Non-Faculty	5733	69,822	60,300
Clerical/Secretarial	2359	41,242	39,300
Technical, Service and Other	3496	49,888	46,512

*Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Agricultural Sciences

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	115	\$ 142,441	\$ 132,624
Associate Professor	50	107,659	105,804
Assistant Professor	70	88,692	87,264
Instructor	5	69,826	70,380
Other	119	62,667	54,516

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	79	\$ 114,819	\$ 92,736
Other Professional Non-Faculty	402	60,008	58,296
Clerical/Secretarial	225	38,179	36,348
Technical, Service and Other	163	48,117	47,004

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Arts & Architecture

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	50	\$ 116,018	\$ 111,960
Associate Professor	65	90,246	87,048
Assistant Professor	58	67,675	70,668
Instructor	1	-	-
Other	28	59,523	50,724

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	29	\$ 112,526	\$ 98,928
Other Professional Non-Faculty	72	60,389	59,148
Clerical/Secretarial	29	48,211	45,720
Technical, Service and Other	4	51,668	51,876

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Business - Smeal College

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	45	\$ 236,194	\$ 241,164
Associate Professor	50	174,064	167,796
Assistant Professor	56	154,753	156,960
Instructor	9	72,008	75,024
Other	4	137,126	143,676

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	43	\$ 154,733	\$ 97,920
Other Professional Non-Faculty	80	58,394	56,592
Clerical/Secretarial	49	46,954	45,528
Technical, Service and Other	1	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Donald P. Bellisario College of Communications

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	9	\$ 168,480	\$ 177,480
Associate Professor	20	96,683	92,484
Assistant Professor	28	92,376	83,232
Instructor	0	-	-
Other	8	72,845	74,772

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	15	\$ 129,924	\$ 117,000
Other Professional Non-Faculty	24	59,720	53,304
Clerical/Secretarial	11	42,650	39,816
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Earth & Mineral Sciences

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	76	\$ 166,998	\$ 158,004
Associate Professor	36	108,098	108,324
Assistant Professor	49	85,564	86,580
Instructor	0	-	-
Other	121	64,518	55,080

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	20	\$ 208,889	\$ 201,600
Other Professional Non-Faculty	62	57,849	55,848
Clerical/Secretarial	45	50,529	46,572
Technical, Service and Other	12	55,205	52,212

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Education

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	40	\$ 131,057	\$ 125,964
Associate Professor	53	100,901	102,564
Assistant Professor	71	82,132	88,020
Instructor	33	52,949	50,004
Other	5	56,172	56,460

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	12	\$ 151,140	\$ 150,912
Other Professional Non-Faculty	30	55,650	52,224
Clerical/Secretarial	38	43,523	41,916
Technical, Service and Other	8	48,957	47,520

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Engineering

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	139	\$ 163,666	\$ 154,764
Associate Professor	85	117,489	119,088
Assistant Professor	112	96,053	99,252
Instructor	0	-	-
Other	131	63,040	51,516

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	37	\$ 209,789	\$ 220,860
Other Professional Non-Faculty	176	67,945	62,508
Clerical/Secretarial	136	45,652	41,940
Technical, Service and Other	49	57,494	54,267

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Health & Human Development

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	57	\$ 149,945	\$ 145,656
Associate Professor	62	98,759	100,368
Assistant Professor	87	80,506	83,160
Instructor	23	64,190	64,692
Other	70	69,088	56,340
B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	30	\$ 145,832	\$ 105,276
Other Professional Non-Faculty	121	58,862	57,204
Clerical/Secretarial	67	44,793	42,960
Technical, Service and Other	58	43,096	42,132

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Information Sciences & Technology

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	16	\$ 189,010	\$ 173,594
Associate Professor	15	127,899	129,852
Assistant Professor	28	99,650	106,884
Instructor	1	-	-
Other	9	55,076	60,000

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	15	\$ 105,298	\$ 87,888
Other Professional Non-Faculty	32	57,252	54,288
Clerical/Secretarial	16	43,747	42,000
Technical, Service and Other	1	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

International Affairs - School

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	6	\$ 200,154	\$ 181,260
Associate Professor	2	-	-
Assistant Professor	1	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	2	-	-
Other Professional Non-Faculty	3	-	-
Clerical/Secretarial	1	-	-
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Liberal Arts

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	200	\$ 158,586	\$ 148,104
Associate Professor	196	95,925	94,608
Assistant Professor	244	68,724	66,024
Instructor	3	-	-
Other	157	46,731	48,024

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	39	\$ 159,695	\$ 146,736
Other Professional Non-Faculty	128	57,628	54,648
Clerical/Secretarial	120	43,449	39,852
Technical, Service and Other	50	37,744	33,684

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Nursing

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	4	\$ 125,460	\$ 147,852
Associate Professor	4	110,322	104,580
Assistant Professor	13	80,454	79,236
Instructor	10	60,284	55,188
Other	7	60,900	62,532

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	9	\$ 121,643	\$ 81,384
Other Professional Non-Faculty	23	53,189	51,900
Clerical/Secretarial	12	39,008	39,432
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Science - Eberly College

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	161	\$ 152,338	\$ 139,104
Associate Professor	85	96,306	102,636
Assistant Professor	92	77,448	74,484
Instructor	2	-	-
Other	274	57,212	51,336

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	24	\$ 186,690	\$ 129,024
Other Professional Non-Faculty	98	61,223	58,260
Clerical/Secretarial	91	42,160	38,988
Technical, Service and Other	74	45,433	43,500

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Abington

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	15	\$ 115,951	\$ 114,660
Associate Professor	49	88,302	88,956
Assistant Professor	74	69,175	62,568
Instructor	1	-	-
Other	21	56,012	50,148

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	26	\$ 96,498	\$ 83,004
Other Professional Non-Faculty	66	56,113	51,636
Clerical/Secretarial	31	43,436	41,088
Technical, Service and Other	63	47,708	48,192

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Altoona

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	36	\$ 108,385	\$ 106,344
Associate Professor	61	78,717	79,236
Assistant Professor	66	65,472	62,000
Instructor	40	54,251	52,776
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	22	\$ 95,955	\$ 85,895
Other Professional Non-Faculty	77	55,515	51,372
Clerical/Secretarial	52	38,958	37,680
Technical, Service and Other	103	47,801	40,685

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Beaver

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	5	\$ 108,288	\$ 106,632
Associate Professor	12	83,166	83,484
Assistant Professor	15	68,319	63,504
Instructor	0	-	-
Other	4	69,624	68,004

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	13	\$ 96,645	\$ 96,216
Other Professional Non-Faculty	19	55,965	54,504
Clerical/Secretarial	14	39,225	37,704
Technical, Service and Other	29	51,007	47,694

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Berks

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	24	\$ 113,949	\$ 115,704
Associate Professor	47	89,487	82,512
Assistant Professor	50	70,103	68,004
Instructor	1	-	-
Other	18	61,884	61,524

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	26	\$ 83,675	\$ 77,304
Other Professional Non-Faculty	48	58,159	54,324
Clerical/Secretarial	38	40,291	39,432
Technical, Service and Other	68	47,687	42,960

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Brandywine

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	11	\$ 119,410	\$ 117,729
Associate Professor	24	84,507	81,144
Assistant Professor	23	74,397	72,468
Instructor	0	-	-
Other	12	58,868	53,532

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	14	\$ 91,378	\$ 86,556
Other Professional Non-Faculty	34	56,274	53,184
Clerical/Secretarial	14	40,816	35,592
Technical, Service and Other	39	47,723	46,176

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

DuBois

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	4	\$ 113,913	\$ 110,808
Associate Professor	7	87,666	85,545
Assistant Professor	17	69,399	65,304
Instructor	1	-	-
Other	12	55,720	49,176

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	6	\$ 102,972	\$ 75,804
Other Professional Non-Faculty	23	52,499	50,268
Clerical/Secretarial	9	38,887	36,984
Technical, Service and Other	16	49,490	49,088

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Erie - Behrend

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	32	\$ 122,011	\$ 107,532
Associate Professor	80	93,927	85,500
Assistant Professor	108	78,504	74,196
Instructor	6	72,134	68,436
Other	65	66,676	66,672

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	45	\$ 103,538	\$ 82,128
Other Professional Non-Faculty	109	54,330	51,600
Clerical/Secretarial	64	39,722	37,620
Technical, Service and Other	126	47,505	40,685

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Fayette - Eberly

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	17	87,753	84,744
Assistant Professor	15	63,565	61,488
Instructor	0	-	-
Other	9	58,884	57,132

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	7	\$ 97,298	\$ 79,404
Other Professional Non-Faculty	24	50,684	46,488
Clerical/Secretarial	13	40,450	40,320
Technical, Service and Other	16	49,220	44,782

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Greater Allegheny

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	6	\$ 92,514	\$ 89,640
Associate Professor	14	89,925	86,004
Assistant Professor	10	72,483	70,632
Instructor	2	-	-
Other	7	61,578	56,124

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	13	\$ 92,140	\$ 89,004
Other Professional Non-Faculty	26	56,056	53,004
Clerical/Secretarial	18	39,182	37,344
Technical, Service and Other	25	49,472	49,088

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Harrisburg

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	25	\$ 126,858	\$ 121,428
Associate Professor	84	103,239	95,508
Assistant Professor	116	78,430	74,016
Instructor	4	66,222	64,440
Other	13	65,074	63,576

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	36	\$ 115,641	\$ 103,896
Other Professional Non-Faculty	108	61,830	58,344
Clerical/Secretarial	79	41,844	38,964
Technical, Service and Other	106	50,424	49,088

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Hazleton

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	6	\$ 106,992	\$ 103,932
Associate Professor	18	90,754	86,868
Assistant Professor	19	69,902	66,852
Instructor	2	-	-
Other	3	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	13	\$ 96,847	\$ 92,592
Other Professional Non-Faculty	25	54,302	52,800
Clerical/Secretarial	12	42,137	38,856
Technical, Service and Other	38	48,315	45,540

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Lehigh Valley

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	5	\$ 111,434	\$ 103,140
Associate Professor	12	84,068	84,780
Assistant Professor	12	68,112	59,580
Instructor	0	-	-
Other	14	57,751	52,236

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	12	\$ 82,410	\$ 70,620
Other Professional Non-Faculty	32	54,289	51,252
Clerical/Secretarial	15	39,986	39,816
Technical, Service and Other	13	47,609	42,900

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Mont Alto

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	7	\$ 92,906	\$ 92,808
Associate Professor	14	86,019	81,792
Assistant Professor	18	74,824	69,048
Instructor	8	60,156	59,472
Other	11	67,467	65,304

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	12	\$ 92,666	\$ 82,284
Other Professional Non-Faculty	22	57,247	56,748
Clerical/Secretarial	15	39,087	35,676
Technical, Service and Other	33	50,740	49,088

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

New Kensington

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	4	\$ 107,298	\$ 101,772
Associate Professor	10	81,169	76,752
Assistant Professor	18	71,856	69,624
Instructor	0	-	-
Other	8	60,840	52,992

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	9	\$ 110,341	\$ 93,372
Other Professional Non-Faculty	18	57,762	57,216
Clerical/Secretarial	11	39,641	41,136
Technical, Service and Other	15	52,453	50,731

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Schuylkill

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	4	\$ 124,621	\$ 125,388
Associate Professor	12	88,446	89,352
Assistant Professor	10	61,613	61,164
Instructor	1	-	-
Other	13	63,986	61,992

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	10	\$ 100,367	\$ 80,088
Other Professional Non-Faculty	28	55,147	52,272
Clerical/Secretarial	15	40,384	38,868
Technical, Service and Other	23	53,450	50,731

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Scranton

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	1	-	-
Associate Professor	17	93,001	88,056
Assistant Professor	18	73,036	66,996
Instructor	6	63,966	61,704
Other	10	60,023	52,776

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	12	\$ 108,228	\$ 94,164
Other Professional Non-Faculty	26	56,163	55,548
Clerical/Secretarial	14	42,172	40,896
Technical, Service and Other	17	48,970	49,088

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Shenango

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	1	-	-
Associate Professor	6	78,157	72,540
Assistant Professor	17	68,845	66,024
Instructor	3	-	-
Other	5	63,482	61,056
B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	5	\$ 96,031	\$ 75,288
Other Professional Non-Faculty	16	52,386	51,180
Clerical/Secretarial	9	37,293	36,000
Technical, Service and Other	14	52,897	54,267

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Wilkes-Barre

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	5	\$ 109,282	\$ 106,308
Associate Professor	7	93,960	87,228
Assistant Professor	14	68,932	68,400
Instructor	0	-	-
Other	6	54,143	53,676

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	9	\$ 89,575	\$ 83,256
Other Professional Non-Faculty	21	55,440	54,540
Clerical/Secretarial	15	38,406	38,856
Technical, Service and Other	14	48,293	40,685

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

York

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	6	\$ 114,660	\$ 110,160
Associate Professor	17	85,566	84,204
Assistant Professor	17	75,019	69,048
Instructor	0	-	-
Other	12	71,761	73,008

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	15	\$ 100,274	\$ 84,012
Other Professional Non-Faculty	25	61,163	58,848
Clerical/Secretarial	15	46,048	43,572
Technical, Service and Other	22	46,820	43,077

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

VP for Commonwealth Campuses

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	12	\$ 162,462	\$ 161,460
Other Professional Non-Faculty	7	78,442	77,208
Clerical/Secretarial	5	47,611	46,236
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Great Valley

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	7	\$ 152,666	\$ 144,936
Associate Professor	15	124,810	127,836
Assistant Professor	13	102,056	99,828
Instructor	0	-	-
Other	2	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	5	\$ 129,214	\$ 92,292
Other Professional Non-Faculty	27	59,480	59,820
Clerical/Secretarial	13	50,901	49,824
Technical, Service and Other	11	50,607	43,472

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Global Programs - Univ Office

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	1	-	-
Instructor	0	-	-
Other	0	-	-
B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	13	\$ 94,221	\$ 80,004
Other Professional Non-Faculty	49	53,757	51,672
Clerical/Secretarial	16	40,114	38,772
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Graduate School

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	15	\$ 125,819	\$ 108,684
Other Professional Non-Faculty	27	60,827	60,072
Clerical/Secretarial	9	39,112	40,608
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Penn State Information Technology

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	105	\$ 118,449	\$ 106,128
Other Professional Non-Faculty	395	72,621	70,572
Clerical/Secretarial	22	44,176	42,552
Technical, Service and Other	20	56,474	59,717

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Research

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	201	118,378	106,488

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	74	\$ 127,512	\$ 105,552
Other Professional Non-Faculty	975	99,538	94,764
Clerical/Secretarial	107	47,314	45,852
Technical, Service and Other	243	59,708	61,740

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Schreyer Honors College

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	9	\$ 112,771	\$ 75,084
Other Professional Non-Faculty	10	61,037	57,636
Clerical/Secretarial	6	40,944	38,796
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Undergraduate Education

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	6	76,398	72,828

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	68	\$ 93,380	\$ 80,028
Other Professional Non-Faculty	144	54,957	51,132
Clerical/Secretarial	78	40,005	37,500
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

University Libraries

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	15	\$ 113,861	\$ 106,380
Associate Professor	29	88,766	87,696
Assistant Professor	37	67,782	65,400
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	49	\$ 81,760	\$ 66,816
Other Professional Non-Faculty	91	57,469	55,476
Clerical/Secretarial	82	38,836	36,408
Technical, Service and Other	27	59,081	59,717

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

University Outreach

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	16	73,753	68,436
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	92	\$ 91,993	\$ 89,184
Other Professional Non-Faculty	364	59,227	56,412
Clerical/Secretarial	78	40,235	39,144
Technical, Service and Other	32	54,876	55,702

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

World Campus

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	3	-	-
Other Professional Non-Faculty	0	-	-
Clerical/Secretarial	0	-	-
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Athletics Rec Services & Support

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	1	-	-
Other Professional Non-Faculty	7	51,063	50,964
Clerical/Secretarial	1	-	-
Technical, Service and Other	4	55,080	50,880

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Campus Recreation

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	20	\$ 68,136	\$ 61,224
Other Professional Non-Faculty	16	45,065	45,288
Clerical/Secretarial	4	41,013	41,040
Technical, Service and Other	6	48,876	49,088

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Development & Alumni Relations

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-
B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	36	\$ 151,205	\$ 128,760
Other Professional Non-Faculty	241	72,814	66,780
Clerical/Secretarial	86	41,428	39,564
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Educational Equity

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	12	\$ 101,139	\$ 78,228
Other Professional Non-Faculty	33	55,517	54,216
Clerical/Secretarial	12	40,507	36,720
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Finance & Business

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-
B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	216	\$ 110,515	\$ 94,860
Other Professional Non-Faculty	438	59,259	58,632
Clerical/Secretarial	223	37,542	35,784
Technical, Service and Other	305	49,660	49,088

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Finance & Business - Housing & Foods

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	105	\$ 69,384	\$ 57,456
Other Professional Non-Faculty	59	64,566	65,004
Clerical/Secretarial	92	36,657	35,100
Technical, Service and Other	487	41,497	39,354

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Finance & Business - Physical Plant

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-
B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	46	\$ 123,519	\$ 112,764
Other Professional Non-Faculty	248	73,399	70,920
Clerical/Secretarial	36	38,727	37,416
Technical, Service and Other	1071	53,042	54,267

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

General & Academic Administration

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-
B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	38	\$ 193,810	\$ 142,524
Other Professional Non-Faculty	83	87,270	77,844
Clerical/Secretarial	27	47,217	44,592
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Intercollegiate Athletics

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	41	\$ 136,668	\$ 93,588
Other Professional Non-Faculty	238	87,898	55,152
Clerical/Secretarial	37	40,848	40,008
Technical, Service and Other	22	52,826	50,731

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Student Affairs

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	60	\$ 93,034	\$ 81,240
Other Professional Non-Faculty	217	67,014	55,020
Clerical/Secretarial	107	36,726	34,932
Technical, Service and Other	62	46,603	49,088

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Strategic Communications

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	0	-	-
Associate Professor	0	-	-
Assistant Professor	0	-	-
Instructor	0	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	20	\$ 120,077	\$ 94,104
Other Professional Non-Faculty	29	61,119	56,820
Clerical/Secretarial	3	-	-
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

College of Medicine

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	268	\$ 356,642	\$ 300,228
Associate Professor	256	283,081	257,746
Assistant Professor	566	246,920	228,032
Instructor	46	107,277	79,019
Other	127	58,152	50,760

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	100	\$ 217,936	\$ 110,388
Other Professional Non-Faculty	346	66,893	61,932
Clerical/Secretarial	111	49,565	46,572
Technical, Service and Other	272	45,578	45,228

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

** Includes Academic Department Heads

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Dickinson School of Law

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	12	\$ 182,021	\$ 164,160
Associate Professor	2	-	-
Assistant Professor	9	115,805	120,024
Instructor	2	-	-
Other	0	-	-

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial **	12	\$ 117,134	\$ 87,480
Other Professional Non-Faculty	13	61,002	66,720
Clerical/Secretarial	7	41,203	37,440
Technical, Service and Other	6	49,906	40,685

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

**Mean and Median Salaries of Full-Time* Employees
As of September 30, 2019**

Penn State Law

A. Faculty	Full-Time Employees	Mean Salary	Median Salary
Faculty Rank			
Professor	29	\$ 182,931	\$ 184,392
Associate Professor	1	-	-
Assistant Professor	11	113,208	112,932
Instructor	5	116,050	84,888
Other	6	124,848	137,268

B. Staff	Full-Time Employees	Mean Salary	Median Salary
Executive/Administrator/Managerial	15	\$ 137,550	\$ 123,336
Other Professional Non-Faculty	24	61,132	61,008
Clerical/Secretarial	15	40,514	40,704
Technical, Service and Other	0	-	-

* Includes Standing, Fixed-Term Multi-Year, Fixed-Term I and Postdoctoral Appointments

TAB E

Non-Salary Compensation

**The Pennsylvania State University
Total Employee Benefits as a Percentage of Salaries
General Funds
2019-2020**

<u>Total University (less Hershey & Penn College)</u>	<u>2019-2020</u>
Total Salaries	\$1,201,256,845
Total Benefits	\$458,912,378
Percentage Of Salaries	38.2%

<u>Total University (less Penn College)</u>	<u>2019-2020</u>
Total Salaries	\$1,285,760,056
Total Benefits	\$490,030,352
Percentage Of Salaries	38.1%

Summary of Benefits

HEALTH INSURANCE

Penn State offers two medical plans administered by Aetna, one of the nation's largest healthcare networks. Both plans allow you freedom of choice of health care providers both in and out-of-network.

PPO PLAN

- Salary less than \$45,000: \$250 Individual/\$500 Family in-network deductible.
- Salary \$45,001–60,000: \$375 Individual/\$750 Family in-network deductible.
- Salary \$60,001–90,000: \$500 Individual/\$1,000 Family in-network deductible.
- Salary greater than \$90,000: \$625 Individual/\$1,250 Family in-network deductible.
- 10% coinsurance; 90% paid by plan up to coinsurance out-of-pocket maximum.
- Copays; \$20 Primary Care, \$30 Specialist, \$100 ER.
- Value-Based Benefit (VBB) to help members maintain high blood pressure, high cholesterol, or diabetes (type 1 and 2) conditions. If you have not participated previously, you must contact Aetna to enroll.

PPO SAVINGS PLAN

- All salary levels: \$1,600 Individual/\$3,200 in-network deductible.
- 10% coinsurance; 90% paid by plan up to out-of-pocket coinsurance maximum.
- No copays; all services, including prescriptions, will apply to the deductible and coinsurance out-of-pocket maximum.
- Automatic enrollment in a Health Savings Account (HSA).
- In order to be eligible for the PPO Savings Plan you CANNOT (1) be enrolled in Medicare collecting Social Security, (2) be enrolled in another health plan, (3) have a balance in a healthcare FSA, (4) have a J1 Visa – J1 Visa holders are only eligible for the PPO Plan.

PRESCRIPTION DRUG

Coverage Prescription drug coverage is included as part of both medical plans and administered through CVS Caremark. There is both retail and mail-in pharmacy coverage at in-network pharmacies.

PPO PLAN PHARMACY BENEFITS

- Retail Pharmacy – 50% coinsurance for generic and preferred brand, 70% coinsurance for non-preferred brand.
- Mail Order – 20% coinsurance for generic and preferred brand, 70% coinsurance for non-preferred brand.
- Specialty – 50% coinsurance (\$50 maximum) for preferred brand, 70% coinsurance (\$100 maximum) for non-preferred brand.
- Prescription drug out-of-pocket maximums of \$2,000 (individual) and \$8,000 (all other coverage levels).

PPO SAVINGS PLAN PHARMACY BENEFITS

- Retail Pharmacy – 10% coinsurance for generic, 20% coinsurance for preferred brand, 40% coinsurance for non-preferred brand.
- Mail Order – 10% coinsurance for generic, 20% coinsurance for preferred brand, 40% coinsurance for non-preferred brand.
- Specialty – 20% coinsurance (\$65 maximum) for preferred brand, 40% coinsurance (\$100 maximum) for non-preferred brand.
- PPO Savings Plan deductible and coinsurance out-of-pocket maximums apply to prescription plan.

HEALTH SAVINGS ACCOUNT

A Health Savings Account (HSA) will be opened as part of your enrollment in the PPO Savings Plan. The HSA works very similar to a Flexible Spending Account (FSA). The plan includes a debit card for easier access to funds and is administered by HealthEquity. Penn State will contribute funds to the account based on your salary, as outlined below. You also have the ability to contribute pre-tax funds through payroll.

- Penn State Contribution – Salary less than \$45,000: \$800 Individual / \$1,600 Family.
- Penn State Contribution – Salary \$45,000.01–60,000: \$600 Individual / \$1,200 Family.
- Penn State Contribution – Salary \$60,000.01–90,000: \$400 Individual / \$800 Family.
- Penn State Contribution – Salary greater than \$90,000.01: \$200 Individual / \$400 Family.
- The HSA balance rolls from year to year and moves with you if you retire or change employers
- Cannot be enrolled in both an HSA and FSA per IRS guidelines.
- Cannot be enrolled in a Medicare or other insurance plan per IRS guidelines in order to own an HSA.
- IRS contribution maximums for 2019 are \$3,500 Individual / \$7,000 Family.
- IRS allows an additional catch-up contribution in the amount of \$1,000 for age 55+.

FLEXIBLE SPENDING ACCOUNTS

- Pay for select medical and child care expenses on a pre-tax basis. The healthcare FSA includes a debit card for immediate access to funds.
- The IRS requires substantiation for some debit card purchases; keep your receipts!
- Health care account max of \$2,650 per individual. *(For 2019, the IRS allowed contribution limit is \$2,700, however, due to a delay in the IRS notifying employers, Penn State is keeping the FSA contribution at \$2,650 which is the 2018 limit.)*
- Child day care account max of \$5,000 per family.
- Convenient access to account information via HealthEquity online account.

VISION COVERAGE

- EyeMed's vision plan allows participants access to preventive eye exams as well as affordable glasses and lens coverage.
- Contact lens or frame allowance up \$130 at in-network providers.
- Any frame covered at 100% at Target Optical or Sears Optical (Freedom Pass).
- 40% discount on additional glasses
- Online purchasing at Glasses.com
- 40% discount on hearing exams

DENTAL COVERAGE

- Penn State's partnership with United Concordia offers a competitive dental plan designed to promote a brighter smile and complete oral wellness.
- Annual coverage maximum of \$1,500 for basic and major services.
- Preventive services covered at 100%, basic services covered at 80%, and major services covered at 60% (in-network).
- Basic & Major service deductible of \$50 individual / \$150 other coverage levels.
- Orthodontic lifetime max of \$1,500 per member.

EMPLOYEE ASSISTANCE PROGRAM

The EAP is a confidential program to help resolve personal issues. Information, consultations and assistance are provided by trained counselors at Health Advocate.

- 100% CONFIDENTIAL.
- Five (5) visits per family member, per issue.
- Now offering Healthcare Help for assistance with healthcare related issues.

SHORT-TERM DISABILITY

Penn State's short-term disability (STD) benefits are administered by Unum and provide up to 60% of your weekly earnings, or a maximum of \$1,500 per week, after a period of 14 days or 30 days if unable to work due to illness or injury.

- Optional coverage; guaranteed acceptance when enrolling as a "new hire."
- Premiums based on your gross salary.
- Can elect a 14-day or 30-day elimination period.

LONG-TERM DISABILITY

Penn State's long-term disability (LTD) benefits are administered by Unum and provide up to 60% of salary or a maximum of \$5,000 per month, after a period of 6 months if unable to work due to illness or injury.

- Optional coverage; guaranteed acceptance when enrolling as a "new hire."
- Premiums based on your gross salary.
- Add Retirement Income Protection (RIP) to continue your retirement contributions.

LIFE INSURANCE

All full-time faculty and staff employees receive a \$50,000 Unum life insurance policy at no cost. Optional life insurance is available up to \$1.5 million for the employee. Optional dependent coverage is available for a spouse up to \$250,000 and child(ren) at \$5,000 or \$10,000.

- Elect optional age-graded life insurance between 1 times your salary up to the lesser of 8 times your salary or \$1.5 million.
- Guaranteed acceptance when enrolling as a "new hire" at 3X annual salary or maximum of \$150,000. Election during other times of the year will require Evidence of Insurability (EOI) with Unum.

ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE (AD&D)

Penn State's AD&D insurance is administered by Unum and provides coverage both on and off the job, anywhere in the world. Dependent coverage is also available.

- Optional coverage with no proof of good health.
- Coverage amounts ranging from \$10,000 to \$300,000.

MANDATORY RETIREMENT PLANS

Eligible faculty and staff must elect to participate in one of two retirement options. The Defined Contribution Plan (administered by TIAA) or the State Employees' Retirement System (SERS).

- TIAA requires you to contribute 5% of your gross wages; Penn State contributes 9.29%.
- SERS has various class options to choose from. Please review class and contributions options at [Selecting a Retirement Plan](#).

RETIREMENT HEALTHCARE SAVINGS PLAN

Penn State will make monthly contributions to the savings plan for full-time faculty and staff hired on or after January 1, 2010; if eligible upon retirement, the accumulated savings can be used to purchase health insurance and other qualified medical expenses.

- The University remits \$144 per month into an account for you each month.
- There is NO required contribution from you.
- This is a tax-free reimbursement to you for qualified healthcare expenses after retirement.

SUPPLEMENTAL RETIREMENT PLANS

Penn State employees have the option to contribute more to retirement. You can choose from 403(b) and 457(b) plans offered by TIAA.

- Available regardless of whether you participate in TIAA or SERS for your regular retirement plan.
- Annual contribution limit of \$19,000 (plus an additional \$6,000 if 50 or older), in both 403(b) and 457(b) accounts.

EDUCATIONAL PRIVILEGES

Educational privileges are available to regular full-time faculty and staff members, their spouse, and their children. The grant-in-aid is for 75% of the tuition charge and applies to Penn State resident instruction and continuing education credit courses.

- Employees and spouses may use the discount toward all degree levels, no waiting period.
- Dependents are eligible up to age 26; see additional eligibility rules in [Policy HR37](#).

VACATION DONATION

In the unfortunate occasion you experience a personal catastrophic event that results in absence from work for a prolonged period of time, University policies outline procedures for the use of applicable paid time off and leaves of absence without pay. In the event that you exhaust all applicable paid time off, coworkers in your work unit may want to donate some of their accumulated vacation time for you to use.

Donation of any vacation time needs to be arranged through your [Human Resources Strategic Partner](#) so that donations remain anonymous. If it is determined you qualify for the vacation donation program, your [Human Resources Strategic Partner](#) will communicate there is a need for the time. If time is donated, they will inform you of how much time you have received, but not who has donated. Donations may only be made within your own work unit as defined by the Budget Executive. Employees may donate one day of accumulate vacation at a time.

AC17 Sabbatical Leave

PURPOSE:

To provide a leave of absence with pay for purposes of intensive study or research which has as its outcome increasing the quality of the individual's future contribution to the University. A sabbatical is a privilege which may be granted to an individual who has demonstrated by publication, teaching, exhibition or performance an above average ability in scholarship, research, or other creative accomplishment.

ELIGIBILITY AND CONDITIONS:

Faculty (academic): Standing appointment faculty members (academics) meeting the following conditions:

- a. Tenured
 - a. Sabbatical proposals may be submitted in the year tenure is awarded for a sabbatical leave to commence the following year, providing they have completed the six full years of service referenced in #3 below.
 - b. They hold the rank of professor, associate professor, assistant professor, librarian, associate librarian, or assistant librarian.
 - c. They have served the University for a minimum of six contract years of full-time service from date of last hire. Time spent on any type of leave of absence is not counted as full-time service. A full contract year is based on the weeks of service specified in an individual's Memorandum of Service.
- b. Untenured Position
 - a. They have served the University for a minimum of seven full contract years of full-time service and hold the rank of research professor, associate research professor, or assistant research professor.
- c. Restricted Funds
 - a. If paid with funds provided by an agency other than the University (USDA, for example), the use of restricted funds for the sabbatical must be allowed by the granting agency.

Academic administrators: A person classified as an academic administrator and holding a standing appointment in one of the ranks listed above is eligible for a sabbatical leave under the same conditions as described above for faculty (academic).

Exempt staff: The following exempt staff who have served the University for a minimum of six calendar years of full-time service, and who have arranged to use the sabbatical leave for graduate training, are eligible:

1. Cooperative extension personnel with the titles senior extension agent, extension agent, associate extension agent, or assistant extension agent.
2. Exempt staff permanently assigned away from University Park whose positions require the attainment of advanced degrees in the judgment of the appropriate executive.

Executives and administrators: When unusual circumstances warrant, persons classified as executive or administrator who have served the University for a minimum of six calendar years of full-time service are eligible. Sabbatical leave applications from executives and administrators do not follow the channel of approval described below, but, instead, shall be reviewed by the Executive Vice President and Provost of the

University, and the Senior Vice President for Finance and Business/Treasurer, who jointly make a recommendation to the President of the University.

SABBATICAL LEAVE APPLICATION FORM:

The [Application for Leave of Absence With Pay \(Sabbatical\)](#) shall be submitted in the manner described below for different categories of sabbatical leave applicants.

REVIEW PROCESS:

The application for sabbatical leave shall be submitted with the recommendation of the department or division head or school or unit director, as appropriate, to the appropriate dean who in all cases will be the dean with major budgetary responsibility for the faculty member. A college level sabbatical leave committee shall be appointed for each college by the dean in consultation with the approved faculty organization. The sabbatical leave committee will review the application, consult as deemed appropriate, and submit its recommendation to the dean. The dean shall consider the recommendations of the department or division head or the school or unit director and the college sabbatical leave committee. The dean is also expected to weigh the fiscal and academic load considerations of the application carefully, but every effort should be made to assure that no sabbatical leave is denied to a faculty member because of the cost of maintaining the instructional responsibilities of the absent faculty member. Sabbatical applications approved by the dean shall be forwarded with appropriate documentation to the Executive Vice President and Provost of the University, who adds appropriate recommendations and forwards the sabbatical leave applications to the President of the University for final review and action.

In the case where a faculty member in an interdisciplinary unit or defense-related unit would be eligible for sabbatical leave, the Senior Vice President for Research functions as a dean in the process described above in reviewing sabbatical leave applications from faculty members associated with interdisciplinary and defense-related research programs; the institute or facility director shall function as a department head in the process.

For faculty members who are in residence in one college but tenured in another, the college of budgetary responsibility will make the sabbatical recommendation, which will include a supporting recommendation from the department or division head or the school or unit director of the faculty member's tenure locus. Sabbatical leave applications of all University College faculty must be accompanied by a recommendation from the campus chancellor to the Vice President for Commonwealth Campuses. Sabbatical leave applications of all University Libraries faculty must be accompanied by a recommendation from the campus chancellor to the Dean of the University Libraries.

Academic administrators: Depending on the location of the academic administrator, the process described above shall be followed except that there will normally be no review by a department head prior to the sabbatical application being considered by the college committee, the dean or the campus chancellor.

Exempt staff: Sabbatical leave applications from eligible exempt staff as described above shall be submitted to the individual's supervisor for recommendation. The sabbatical leave application, together with the supervisor's recommendation, shall be submitted to the appropriate executive officer for review and recommendation to the Executive Vice President and Provost of the University. The Executive Vice President and Provost of the University will add appropriate recommendations and forward the sabbatical leave applications from exempt staff to the President of the University for final review and action.

Executive and administrators: Sabbatical leave applications from executives and administrators shall be reviewed by the Executive Vice President and Provost of the University, and the Senior Vice President for Finance and Business/Treasurer, who jointly make a recommendation to the President of the University.

GENERAL QUESTIONS FOR SABBATICAL:

As a part of the [Application for Leave of Absence With Pay \(Sabbatical\)](#) form provided for application for sabbatical leave, certain questions pertinent to the review and evaluation of sabbatical leave applications are included.

APPROVAL OF SABBATICAL LEAVE:

Final approval for sabbatical leaves will be made by the President of the University.

DEADLINE FOR APPLICATION:

Applications for sabbatical leaves should be submitted to the Office of the Executive Vice President and Provost of the University by the weekday coincident with or immediately preceding November 1 of each year for action by the following January 1.

LENGTH OF LEAVE:

A sabbatical leave shall not be granted for a period in excess of the full contract year of the individual; the contract year may be 36 weeks, 48 weeks, or a number of weeks between those two limits, or twelve months, depending on the type of appointment. While individual faculty members, in some cases, may be able to coordinate leaves of absence funded by grants or contracts with a proposed sabbatical leave, such arrangements are separate from this policy.

SALARY PAYMENT WHILE ON LEAVE:

Three sabbatical leave options are available:

1. Sabbatical leave for the full contract year at 67% salary;
2. Sabbatical leave for one-half of the contract year at 100%
3. Sabbatical leave for a period other than a full contract year or one-half of a contract year is, typically, for one of the periods listed below. The rate of pay in such cases is proportional to the length of the sabbatical leave as follows:

Rate of Pay For Sabbatical By Percent

Sabbatical Leave as % of Contract Year	% of Pay During Year of Sabbatical
90%	73%
80	80
70	87
60	93

NOTE: For sabbatical leaves for periods other than those cited above, see Percentage of Salary Received While on Paid Sabbatical in GURU. See also [ACG15 - covering outside compensation](#).

MEMBERSHIP IN EMPLOYEE BENEFITS WHILE ON SABBATICAL:

An individual who is granted a sabbatical leave and who is a member of the University insurance program may maintain membership during the sabbatical leave. If the individual is a member of a retirement plan in effect at the University, the individual is required to contribute to that plan; the amount that is contributed is based on the full salary of the individual rather than the salary received from the University during the sabbatical leave if less than full salary.

Please note: Health care contributions are determined on your annual base salary as of October 1 of each year, going into effect on January 1 of each year. A reduction in salary will not create a reduction in the health care contribution at the time your salary is reduced; the health care contribution will remain the same for the entire current year. The following year's contribution will be based on your salary as of October 1 of the current and the new health care contribution will be effective January 1.

ELIGIBILITY FOR EDUCATIONAL PRIVILEGES:

An individual who is on sabbatical leave and who is eligible for educational privileges will retain those privileges during the period of the sabbatical leave. Dependents of employees who are eligible for grants-in-aid will retain the eligibility during the time that the employee is on sabbatical leave.

RETURN TO ACTIVE SERVICE REQUIREMENT:

Individuals granted sabbatical leaves are required to return for a full contract year of service following the sabbatical leave. Any person who does not return, or does not remain for the full contract year following the sabbatical leave, will be required to refund the salary received from the University during the sabbatical leave. There will be no proration of the amount to be returned if the employee remains for any fraction less than the full contract year. In addition, any person who does not return for a full contract year of service following the sabbatical leave will not be eligible to receive credit in any retirement plan for the period of the sabbatical leave.

As stated in [HR99 Background Check Process](#), the self-disclosure requirement to report arrests and/or convictions within 72 hours of their occurrence is still in force during sabbatical leaves. In addition, individuals on approved leaves, such as sabbaticals, of six months or longer are required to complete a [Penn State Arrest and Conviction self-disclosure form](#) before returning to work.

REPORT OF WORK ACCOMPLISHED:

At the conclusion of the sabbatical leave, the recipient must submit a report of the work accomplished to the Executive Vice President and Provost of the University via the executives, administrators and academic administrators in the channel appropriate as described above. The report should indicate how the experience improved the recipient's capacity to serve the University. In general, the report is to be submitted within two months of the return from sabbatical leave.

SUBSEQUENT SABBATICAL LEAVE:

An individual becomes eligible for a subsequent sabbatical leave under the terms and conditions specified above, provided that the minimum required contract years of full-time service has elapsed since beginning a previous sabbatical leave. (Time spent on sabbatical leave, or any unpaid leave, is not counted as a part of the required contract years of full-time service.)

AC18 Graduate Study Leave of Absence

PURPOSE:

To allow an eligible person permanently assigned away from UniversityPark to pursue graduate study on a full-time basis as a regularly registered student working for an advanced degree.

ELIGIBILITY FOR LEAVE:

On recommendation of the dean, an individual in any of the following categories who has served the University efficiently for two (2) years or more is eligible for a graduate study leave of absence if he or she is a registered candidate for an advanced degree:

- a. A regular faculty member as defined in [HR103](#) and [AC21](#).
- b. A County Agent or Home Economics Extension Representative (including those at the Assistant or Associate ranks);
- c. Exempt staff personnel whose positions require the attainment of advanced degrees in the judgment of the appropriate function member of the President's staff.

LENGTH OF LEAVE:

A graduate study leave with partial salary shall not exceed twelve (12) months. The leave will continue from the date granted to the next June 30. It may be renewed to the second June 30. However, such leave granted beyond twelve(12) months shall be without partial salary.

MINIMUM LEAVE:

For a member of the teaching faculty, a leave of less than one (1) semester is not granted. For a member of the library, the research faculty, or eligible exempt staff personnel, there is no minimum requirement.

PAYMENT BY UNIVERSITY DURING LEAVE:

For a member of the teaching faculty, the University will pay at the rate of \$2,100 per semester for a period not to exceed two (2) semesters. No payment will be made for the Summer Session.

For a member of the research or library faculty, or an eligible exempt staff member, the University will pay at the rate of \$116.67 per week of absence, not to exceed \$4,200 in a fiscal year.

If such a leave is granted to a member of the teaching faculty for less than a full fiscal year, the total payment for the fiscal year is calculated as follows:

1. Provide \$2,100 for each semester of leave.
2. Provide payment for weeks worked times the weekly rate based on the faculty member's contracted year.

Some examples follow:

-- A 36-week faculty member who takes a one-semester leave is paid as follows:

\$2,100 for the semester on leave plus 18 weeks for pay for the semester worked.

-- A 48-week faculty member who takes a two-semester leave is paid as follows:

\$4,200 for the two semesters on leave plus 12 weeks of pay for the remainder of the contract worked.

An employee on a sabbatical leave may not also receive graduate study leave pay.

HOLDING A FELLOWSHIP OR 1/4 TIME GRADUATE ASSISTANTSHIP DURING LEAVE:

In addition, if any eligible staff member is appointed by the University to a fellowship or a one-quarter time graduate assistantship, the University will award a grant-in-aid covering full tuition in lieu of a grant-in-aid of 75% of tuition payable under the policy, "Educational Privileges for Regular Employees and Other members of the University Staff."

A fellowship, or a one-quarter time graduate assistantship, may be held without affecting full-time study requirement.

RETURN TO ACTIVE SERVICE:

Individuals granted graduate study leaves are required to return to full-time active service with the University for two (2) consecutive contractual years, or, if they do not return or do not remain for the full two years, to refund all the salary received from the University during the leave. There will be no proration of the amount to be returned if an individual remains for any time less than two years.

MEMBERSHIP IN EMPLOYEE BENEFITS WHILE ON LEAVE:

A faculty or staff member on graduate study leave who is a member of the group life insurance plan, the group health care program (hospital/surgical/major medical coverages or Healthpass, Dental, and Vision), or the voluntary accidental death and dismemberment plan, is required to maintain his or her membership during the leave. If the faculty or staff member is a member of a retirement plan in effect at the University, he or she continues in that plan. The amount contributed is determined by the salary received during the leave.

ELIGIBILITY FOR EDUCATIONAL PRIVILEGES:

A faculty or staff member on graduate study leave will retain these privileges during the term of his or her leave in accordance with the appropriate policy: either [HR36](#) Educational Privileges for Regular Employees and Other Members of the University Staff, or, **[HR65, Graduate Study Grants for Faculty and Certain Exempt Staff Personnel Who Are Permanently Located Away From University Park. As stated in \[HR65\]\(#\), it applies only to institutions located within reasonable commuting distance of the faculty or staff member's University location other than University Park. \[policy HR65 does not exist\]](#)**

A person who qualifies and receives a fellowship or one-quarter assistantship, however, is eligible for the grant-in-aid under the fellowship or graduate assistantship policy.

Dependents of faculty or staff members who are eligible for grants-in-aid will retain this eligibility during the time that the faculty or staff member is on graduate study leave.

APPLICATION FOR LEAVES:

Applications for Graduate Study Leave of Absence are processed by the submission of the Leave/Layoff (IBIS Form LVLO) **(on-line documentation not yet available)**.

The LVLO Form shall be processed electronically through the appropriate approved paths of administrative officer to the Office of Human Resources.

The LVLO Form must again be submitted for all University employees when they return from a leave.

APPROVAL OF GRADUATE STUDY LEAVE:

The decision for such leaves of absence will be made by the dean or administrative office consistent with this policy.

AC61 Faculty Contracts

PURPOSE:

To establish the terms and conditions for making standing appointment offers to, and contracting the services of, individuals classified as academic or academic administrator.

CONTRACT LENGTH:

All standing appointment faculty members will be employed on a 36-week (academic year) or a 48-week (extended year) contract. No standing appointment faculty member of The Pennsylvania State University shall have a contract commitment through the University in excess of 48 weeks in any fiscal year.

LENGTH OF OFFER:

The letter offering a standing appointment to a candidate should include, as a minimum, the following:

1. The specific rank being offered;
2. An explicit statement that the Memorandum of Personal Service is included and that it must be signed and returned;
3. Explicit reference to inclusion of the pamphlet "Conditions of Employment;"
4. A general statement that the faculty member will be expected to participate in instruction, research, scholarly activity and continuing education or cooperative extension as assigned;
5. A statement that the precise nature of the duties of the individual will be determined by the appropriate academic administrative person in whose division or department the appointment will be made;
6. A statement that provisional appointments and appointments with tenure are subject to the terms and conditions of University tenure policies;
7. Signature by the dean, or by an academic administrator specifically authorized by the dean to make standing appointment offers to candidates.

MEMORANDUM OF PERSONAL SERVICE:

A Memorandum of Personal Service is included with each letter offering a standing appointment to a faculty candidate. The approved Memorandum of Personal Service forms, one for the 36-week appointment and another for the 48-week appointment, can be obtained from the Office of Human Resources.

VACATION LEAVE:

While standing appointment faculty members do not earn vacation leave as such, some academic units have established systems for defining days not on duty between the 48-week contract and the 52-week calendar year.

HOLIDAYS:

Standing appointment faculty members are entitled to the official University holidays. A listing of University holidays may be found in Policy [HR34](#).

OTHER POLICIES:

This policy statement is concerned only with the specific of the contractual commitment. Other personnel policies of the University are also pertinent to the hiring of standing appointment faculty and should be consulted.

HRG03 Charging Sick Leave for an Absence for an Employee who Reports He/She is Emotionally Ill

Policy Status:

Retired

Policy Steward:

Vice President for Human Resources

This policy is retired effective January 5, 2020. For information related to the charging of sick leave, please contact HR Services at worklion.psu.edu or 814-865-1473.

HRG04 Charging Absence to Accumulated Sick Leave when an Employee is Hospitalized while on Vacation

PURPOSE:

To permit an employee to charge time off to accumulated sick leave rather than accumulated vacation, when an employee is hospitalized while on scheduled vacation.

CONDITIONS:

If an employee returns from scheduled vacation and reports that he/she was hospitalized while on vacation, that employee will be permitted to charge the time spent in the hospital to accumulated sick leave under the following conditions:

1. The employee was admitted to an accredited hospital by a licensed physician.
2. The employee's confinement qualifies for hospital insurance room and board coverage of one or more days.
3. The employee provides verification of the time spent in the hospital. Such verification can be either a hospital claim submitted to the University or an official statement from the hospital.

LAYOFF OR LEAVE OF ABSENCE WITHOUT PAY:

An employee who elects to use accumulated vacation at the beginning of a layoff, and who is hospitalized while using vacation time, will continue to charge the time as vacation, not to exceed the employee's accumulated vacation balance.

An employee who is on leave of absence without pay, and who enters the hospital, will not be permitted to receive pay by charging time spent in the hospital to accumulated sick leave.

Retitled "Human Resources Guideline"

HRG05 Use of "No-Pay" Days in Lieu of Short-Term Leave of Absence

PURPOSE:

To determine when a leave of absence without pay for illness or injury shall be established.

CHARGING FOR TIME MISSED FROM WORK:

When a regular employee is absent from work for illness or injury and the employee has no accumulated sick leave or vacation, the employee will be charged with a "no-pay" day. The employee's paycheck will reflect the time missed from work.

ESTABLISHING A LEAVE OF ABSENCE WITHOUT PAY:

If an employee is absent for illness or injury and has no accrued sick leave or vacation, that employee shall be given "no-pay" days if the absence is for less than ten normal work days. However, if such an absence exceeds nine normal work days, the employee shall be placed on a leave of absence without pay beginning with the first day of such absence.

Retitled "Human Resources Guideline"

HRG07 Absence from Work Resulting from Pregnancy or Childbirth

PURPOSE:

To explain a female employee's rights under equal employment opportunity regulations for charging absences to sick leave accumulation, or for a leave of absence without pay because of pregnancy, miscarriage, abortion, childbirth, and recovery therefrom. (See also [HR16](#).)

INTENT OF REGULATIONS:

Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, are, for all job-related purposes, temporary disabilities. Written and unwritten employment policies and practices involving matters such as the commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, and payment under any sick leave plan, shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

SHORT-TERM, INFREQUENT ABSENCES:

Short-term infrequent absences for illness resulting from pregnancy are charged to accumulated sick leave.

PROLONGED ABSENCE RELATED TO PREGNANCY AND CHILDBIRTH:

When it is determined that the employee cannot continue actively at work prior to childbirth, the employee shall charge such absence to accumulated sick leave. (If accumulated sick leave is expended, the employee shall be placed on leave of absence without pay, with the employee's option to use or not use all or part of accumulated vacation, personal holiday, or compensatory time off prior to the leave commencing.) The length of leave of absence without pay is subject to the limitations outlined in policies covering leave of absence related to illness or injury.

Normally, prolonged absence should begin no earlier than the eighth month of pregnancy. This is no mandate, however, that an employee must be relieved from active employment during the eighth month. If the employee is healthy and able to do her work, she should continue to work beyond that time. If, on the other hand, in the judgment of the supervisor the employee is not effectively able to continue to work, prolonged absence may commence earlier at the request of the employee, upon presentation of an acceptable written statement from the employee's attending physician stating that earlier absence is medically necessary. Such requests may be subject to review before approval by the University.

DATE OF RETURN TO ACTIVE EMPLOYMENT:

At the time the employee commences prolonged absence from work prior to childbirth, the supervisor establishes a tentative date of return with the employee. Normally, the date of return should be no more than six weeks following the birth of the child, unless there are medical complications related to the childbirth which merit consideration for an extension of the absence. At the discretion of the supervisor, an employee requesting an extension may be required to submit a written statement from her attending physician indicating the medical necessity for the extension. Such requests may be subject to review before approval by

the University. If the employee does not return within the time established, or any extension thereof, her employment shall be terminated.

EARLY RETURN TO WORK:

If the employee desires to return to work before the agreed upon date of return, she should contact her supervisor to determine if an earlier return is feasible.

HRG10 Handling "Weather Day" Absences or Official University Closures Due to Weather Conditions

PURPOSE:

To provide a uniform method of handling "weather day" absences that occur when employees are prevented or delayed from getting to work, or leave work early, because of a severe storm with heavy snow accumulation, icy roads, flooding, etc. Also, to provide guidelines in the event the University is closed officially by the President, or if a campus of the University is closed by the chief executive officer or dean of that campus.

ACCOUNTING FOR TIME MISSED (NO OFFICIAL CLOSURE):

When a "weather day" occurs, usually some employees make it to work and others do not. The University does not give free time off for such absences, unless the President, chief executive officer, or dean of a campus officially closes the facility; no one else may authorize free time off. Time missed is accounted for by permitting the employee to elect to be paid for the absence by charging the time to accumulated vacation or personal holiday, if applicable.

Similarly, if employees are given permission to leave work early, the work time missed is accounted for either as vacation or personal holiday, if applicable.

OFFICIAL CLOSURES:

If the President of the University officially closes the University, or if a campus of the University is closed by the chief executive officer or dean of that campus, the following conditions apply, unless otherwise specified by the President at any time during the period of the official closure:

Employees in other than essential services, as determined by the supervisor - -

1. An employee shall receive pay for the part of the work schedule missed during the official closure period in the following circumstances:
 - o Employee is at work until the closure officially begins, irrespective of the time of arrival to work.
 - o Employee is informed not to report for work during the closure
2. The status of an employee on a regularly scheduled day off, layoff, or leave of absence without pay does not change because there is an official closure. However, an employee who had requested to use vacation, personal holiday, or sick leave time shall not have such time charged for the period of the employee's regular work time encompassed by an official closure.

Employees in essential services, as determined by the supervisor --

1. An employee who is required by the supervisor to work on essential duties during that employee's regular shift shall be granted equivalent time off only for the hours worked during the official closure period. Hours worked before and/or after the closure do not qualify for equivalent time off.

2. Equivalent time off shall be scheduled at another time mutually agreeable to the employee and the supervisor.
3. Equivalent time off shall not be granted for hours of overtime worked during the closedown if the employee is eligible for overtime pay.

HRG11 Family and Medical Leave

PURPOSE:

To outline an employee's rights for time off (paid and unpaid) necessitated by illness or family care in accordance with the federal Family and Medical Leave Act of 1993 and additional provisions granted by the University.

ELIGIBILITY:

This policy applies to regular faculty and staff members classified as Executive, Administrator, Academic Administrator, Academic, and Staff. Policies affecting employees represented by a union are found in the appropriate Agreements.

CHILD CARE:

1. GENERAL

The FMLA mandates that employees are eligible for up to 12 workweeks of unpaid leave in any consecutive 12-month period. University policy, however, provides for additional periods of child care leave. These additional periods are incorporated in sections 2 and 3.

2. LEAVE FOLLOWING BIRTH OR ADOPTION

Upon request, a leave shall be granted following the birth of a child of the employee or the employee's partner, to continue up to the time the child is one year of age. In the case of adoption, such leave shall be granted from the date the child begins to reside with the employee to continue up to twelve months, unless necessary earlier for extenuating circumstances as described in the law. The first 12 workweeks of leave shall be considered to comply with the requirements of the FMLA.

Immediately prior to commencement of the leave, the employee may elect to use or not use all or part of accumulated vacation, personal holiday, service days, or compensatory time off, as applicable, during the leave prior to commencement of no-pay status for the balance of the leave.

If the employee requests to continue on leave after the child care leave has expired, such request for additional leave shall be considered on the same basis as any other request for leave for personal reasons, and the conditions applicable to such general personal leaves shall apply. If the additional time is granted, any immediate prior leave time expended for maternity and child care shall be included in calculating the leave-time limit for the new leave in accordance with [HR16](#), Leave of Absence Without Salary.

3. LEAVE OTHER THAN FOR BIRTH OR ADOPTION

The employee requesting a child care leave shall be responsible for providing a satisfactory explanation to support the request for leave.

For purposes of this section, the definition of child shall include a biological, adopted, or foster child, a stepchild, a legal ward, or a child for which an employee is standing in loco parentis, who is under 18, or over 18 and incapable of self-care because of a mental or physical disability.

Upon request, a leave shall be granted if a child is placed with the employee for foster care (within one year of placement) or if a child has a serious health condition and the employee is needed to care for such child. During the leave, the employee shall first use all sick family days, accumulated vacation, service days, personal holiday, and compensatory time off, as applicable, prior to commencement of no-pay status for the balance of the leave. Such no-pay status shall not exceed three calendar months.

A leave without pay of up to three calendar months may be granted if there is an extended breakdown in the arrangements for independent child care, and the employee is needed to care for the child. If such leave is granted, the employee shall first use accumulated vacation, unused service days, personal holiday, and compensatory time off, as applicable, prior to commencement of no-pay status for the balance of the leave.

Short-term absences for child care should be handled by use of sick family days, accumulated vacation, unused service days, compensatory time off, or personal holiday, as applicable, or "no-pay days" if paid time off is expended.

FAMILY ILLNESS (PARTNER OR PARENT):

Upon request, a leave shall be granted for 12 weeks if the employee's partner or parent has a serious health condition and the employee is needed to care for such family member. During the leave, the employee shall first use all sick family days, accumulated vacation, personal holiday, service days, and compensatory time off, as applicable, prior to commencement of no-pay status for the balance of the leave.

A serious health condition is one which involves either inpatient care or continuing treatment by a healthcare provider. Parent is the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

If, in the 12-month period immediately preceding the requested leave, the employee has been absent without pay for the purposes of child care, family illness, or due to the employee's own illness, such absence shall be included in calculating the three-month-leave-time limit outlined in this section above.

If the employee requests to continue on leave without pay after the family illness leave has expired, such request for additional leave shall be considered on the same basis as any other request for leave for personal reasons, and the conditions applicable to such general personal leaves shall apply. If the additional time is granted, any immediate prior leave time shall be included in calculating the leave-time limit for the new leave in accordance with [HR16](#), Leave of Absence Without Salary.

EMPLOYEE'S OWN SERIOUS HEALTH CONDITION:

The FMLA mandates that employees are eligible for up to 12 workweeks of unpaid leave in any consecutive 12-month period because of an employee's serious health condition. University policy, however, provides for additional periods of sick leave without pay depending upon length of service. This additional time is outlined in [HR16](#), Leave of Absence Without Salary.

Upon request, a leave shall be granted when an employee is unable to perform his/her duties due to a serious health condition as described in the law. During the leave, the employee shall first use accumulated sick leave,

as applicable, following which the employee shall have the option to use or not use all or part of accumulated vacation, personal holiday, service days, or compensatory time off, as applicable, prior to commencement of no-pay status for the balance of the leave.

INTERMITTENT LEAVE OR REDUCED LEAVE SCHEDULE:

When medically necessary due to the employee's own serious health condition, to care for a seriously ill child, spouse, or parent of the employee, for a qualifying military exigency, or for military caregiver leave, an employee is permitted an intermittent leave or a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. A reduced leave schedule reduces an employee's usual number of hours per workweek and/or per workday.

An employee granted an intermittent leave or a reduced leave schedule may be required to temporarily transfer to an alternative position during such leave. Such alternative position shall be at the same salary as the employee's regular position. Whenever possible, the employee shall make a reasonable effort to schedule treatment so as not to unduly disrupt operations.

The taking of leave intermittently or on a reduced leave schedule shall not result in a reduction in the total amount of leave to which the employee is entitled. Only the amount of leave actually taken may be counted toward the total amount of legally mandated leave time. For example, if a full-time employee works four-hour days on a reduced leave schedule, the employee would use one-half week of leave each week. The amount of leave to which a part-time employee is entitled is determined on a pro rata or proportional basis by comparing the new schedule with the employee's normal schedule.

NOTICE:

Employees shall provide at least 30 days advance notice if the need for the leave is foreseeable. If 30 days notice is not practicable because of a situation outside of the employee's control, notice must be given as soon as practicable. Except in extraordinary circumstances, employees are expected to give notice within no more than one or two working days of learning of the need for leave.

If an employee fails to give 30 days notice for foreseeable leave with no reasonable excuse for the delay, the University may deny the taking of leave until at least 30 days after the date the employee provided notice.

More information, including forms can be found in [The Federal Family and Medical Leave Act Guide](#).

MEDICAL CERTIFICATION:

The University requires a [medical certification form](#) for FMLA absences related to illness or injury for the employee's own serious health condition, to care for a family member with a serious health condition, or for military caregiver leave. For FMLA absences related to military exigency leave a copy of the military member's active duty orders will be required.

Requests for recertification may be made on a reasonable basis, but not to exceed once per month unless there are extenuating circumstances.

The University may require, at its own expense, that the employee obtain the opinion of a second healthcare provider designated by the University (but not employed by the University). If the second opinion conflicts

with that of the employee's healthcare provider, the University may require, at its own expense, that the employee obtain the opinion of a third healthcare provider designated jointly by the University and the employee. The opinion of the third healthcare provider shall be final and binding.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that employees and health care providers not provide any genetic information when responding to this request for medical information. 'Genetic Information' as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

MEMBERSHIP IN UNIVERSITY INSURANCES WHILE ON LEAVE:

An employee who is absent from work but receiving pay (using sick leave, vacation, etc.) shall continue to have the employee cost for all group insurance plans in which enrolled deducted from his or her paycheck.

An employee on leave of absence without salary shall be eligible to continue membership in all group insurance plans in which enrolled prior to commencement of the leave. Costs for such insurances are as follows:

1. For a leave taken for the birth of a child of the employee, the placement of a child with the employee for adoption or foster care, or the care of a seriously ill family member - for the first 12 weeks of the absence, costs for insurances shall be the employee cost (the amount that is deducted from the employee's paycheck); after the first 12 weeks of the absence, costs for insurances shall be the full cost (employee and University costs). If the employee elects to not return to work at the expiration of the leave, or returns for less than 30 calendar days, the employee will be responsible for the University's share of insurance costs paid during the first 12 weeks of the leave of absence without salary, unless there are extenuating circumstances as described in the law.
2. For a leave taken for the employee's own serious health condition costs for insurances shall be the employee cost (the amount that is deducted from the employee's paycheck).
3. For a leave taken for reasons other than those enumerated in 1 or 2 above - costs for insurances shall be the full cost (employee and University costs).

FEDERAL FAMILY AND MEDICAL LEAVE ACT REQUIREMENTS:

The federal Family and Medical Leave Act of 1993 (FMLA) mandates that a qualifying employee be eligible for a total of 12 work weeks of unpaid leave, 26 weeks for military caregiver leave, during any consecutive 12-month period. As outlined in the preceding sections, all University policies equal or exceed that 12-week provision. FMLA leave may be for one or more of the following:

1. the birth of an employee's child, including prenatal doctor visits as well as caring for the newborn child;
2. the placement of a child with the employee for adoption or foster care;
3. the care for a seriously ill child, spouse, or parent of the employee;
4. the employee's own serious illness which causes the employee to be unable to perform the functions of his/her position;
5. a qualifying military exigency; or

6. the care of a covered service member injured in the line of duty.

Absences may be of an ongoing nature or, when medically necessary, may be taken as an intermittent leave or on a reduced leave schedule. Whenever possible, the employee shall make a reasonable effort to schedule any medical treatment visits so as not to unduly disrupt operations.

For purposes of the Family and Medical Leave Act, an eligible employee is a regular or nonregular employee who has worked for the University for at least 12 months, and has worked at least 1,250 hours within the 12-month period immediately prior to the leave.

An employee who is absent under the provisions of the FMLA:

1. must record the absence as such
2. who elects not to continue membership during such leave in a group insurance plan in which enrolled prior to the commencement of the leave, and subsequently elects to resume participation immediately following return to work, shall not be required to meet any qualification requirements imposed by the plan (e.g., pre-existing condition, waiting period).

Any questions on the FMLA provisions or this policy should be referred to the appropriate Human Resources Representative or the Employee Relations Division (814-865-1412).

HRG18 Paid Parental Leave for Faculty

PURPOSE:

The University is committed to helping faculty balance the often conflicting demands of acclimating newly born or adopted children into the family with professional responsibilities. Toward this end, this guideline provides for paid parental leaves for Standing, Fixed-term I, and Fixed-term Multi-year faculty as well as release from teaching responsibilities for tenured and tenure-eligible faculty following the birth of a child or the placement of a child for adoption with the faculty member. It is the intent of this guideline to provide consistency throughout the University community in granting paid parental leaves (and workload accommodations) without limiting any flexibility held by faculty and administrative heads.

DEFINITION:

Paid parental leave for faculty is defined as the period of time a faculty member is relieved of all responsibilities while receiving full salary.

A leave with salary does not mean that the faculty member will be required to carry more than a normal load before or after the leave. A faculty member must not be required to "make up" for a paid leave.

AMOUNT OF PAID TIME OFF:

The total amount of time off (with and without salary) available to faculty is dependent upon a variety of factors and is outlined in the policies referenced below. The intent of this guideline is to state the minimum amount of paid time off available to the faculty following the birth or adoption of a child in order to support the family needs of the faculty member. To retain as much flexibility as possible:

- No maximum time limits are provided herein.
- It is understood that a faculty member may wish to request a paid parental leave which is not as long as the minimum to which she or he is eligible.

For those faculty who accrue vacation time, personal holidays, or compensatory time off, such accrued paid time off is to be used as applicable rather than this guaranteed paid parental leave.

Leave Following The Birth of a Child: Upon request, a leave shall be granted following the birth of a child. During such leave, full salary shall be continued:

- For at least two weeks within three months of the birth of the child by the faculty member's partner.
- For at least six weeks immediately following the birth of the child by the faculty member. This guideline is to be used in arranging for a paid parental leave barring any unforeseen medical circumstances. This guideline does not address situations for which medical leave is required before the birth of a child if the woman faculty member cannot, for any medical reason, carry out her responsibilities, or situations that necessitate extended paid medical leave due to complications that may arise during or following the birth of a faculty member's child. Situations that require extended leave due to illness or disability are to be handled in the current collegial manner, by discussion and arrangement with the faculty member's administrative head.

Leave Following The Adoption of a Child: Upon request, a leave shall be granted following the placement of a child with the faculty member for adoption. During such leave, full salary shall be continued:

- For at least six weeks immediately following the placement of the child with the faculty member.
- If the adopting parents are both members of the faculty, they are eligible for a total combined paid parental leave of at least eight weeks.

RELEASE FROM TEACHING RESPONSIBILITIES:

In addition to the paid parental leave for female faculty members following the birth of a child, a tenured or tenure-eligible woman has the option to either take a leave of absence without pay or to be relieved of classroom and classroom-related teaching responsibilities at full pay during the semester of the birth. In special circumstances, depending perhaps on the timing of the birth, the semester free of teaching might follow the one in which the actual birth occurs.

Tenured or tenure-eligible faculty adopting a child will receive a semester free from teaching within a year of the adoption. If the adopting parents are both members of the faculty, they are eligible for a combined period of one semester free from teaching immediately following the placement of the child with the family.

Faculty members who have chosen to be relieved of teaching responsibilities at full pay are expected to pursue scholarly work, student advising, research and other professional service, including departmental and University service, as appropriate and in keeping with reasonable expectations for flexibility, for the period of the semester that does not involve paid leave.

Arranging teaching replacement throughout the semester is the responsibility of the department head or other appropriate academic administrator.

The University and its colleges expect that faculty members giving birth or adopting children will routinely use this benefit. Use of this benefit shall not adversely affect the faculty member's standing or salary in any manner. Moreover, use of this benefit does not restrict faculty members and their department heads from making further personalized arrangements as necessary and appropriate. The reduction in teaching is not meant to be made up at a later date.

The funding for the teaching reduction is provided by the college.

PROCEDURE:

Any child care policy must allow for some flexibility in its implementation. Department heads and other unit administrators should bear this in mind when working out individual arrangements and should consult with their deans as appropriate. They must be familiar with the policies and options for faculty giving birth or adopting a child and need to ensure that this information is provided to all faculty members in the department. Those situations involving care for infant children not specifically addressed by this policy can be considered on an individual basis.

In order to make any needed administrative accommodations for a parental leave, a faculty member should make her or his request for parental leave as soon as the date of the anticipated birth or adoption is known. If a faculty member has any ideas about administrative accommodations for their parental leave, they should share them with their administrative head as soon as possible. In the event of an unknown adoption date, a

faculty member should inform her or his administrative head of the possibility of needing to request a parental leave at short notice. Contingency plans can then be discussed.

Arrangements for parental leave are to be made between a faculty member and her or his administrative head and reported simultaneously to the Provost and to the Vice President for Human Resources. If the faculty member and the administrative head cannot reach a mutually satisfactory agreement regarding the paid leave, the advice and guidance of the Provost should be sought to resolve any disagreements on the issue.

In the interest of departmental harmony and avoidance of hard feelings toward the faculty member on parental leave, care should be taken in the distribution of the workload among the remaining members of the unit. The administrative head of the unit involved should consult, as soon as possible, with members of the unit about coverage of duties during the period of leave. While parental leave for faculty is not identical to sabbatical leave, the manner in which coverage of duties is distributed can be drawn from sabbatical leave examples. Creative solutions may be called for in small departments or when a very specialized course needs to be taught.

A faculty member in the tenure provisional period may apply for a staying of the tenure provisional period as described in [HR23](#), Promotion and Tenure Procedures and Regulations. Such an application is not in any way connected to these paid parental leave guidelines.

HR16 Leave of Absence without Salary (other than for Extended Active Military Service)

PURPOSE:

To provide periods of leave of absence without salary on recommendation of the dean or administrative officer.

ELIGIBILITY:

This policy applies to regular faculty and staff members classified as Executive, Administrator, Academic Administrator, Academic, and Staff. Policies affecting employees represented by a union can be found in the appropriate Agreements.

PURPOSE OF LEAVE:

A regular faculty or staff member is eligible for or may be placed on a leave of absence without salary for the following purposes provided the leave is in accordance with all University policies and guidelines:

- a. For sickness, maternity (see [HRG07](#)), or family care (see [HRG11](#)). See also [HRG05](#), Use of "No-Pay" Days in Lieu of Short-Term Absence.
- b. For formal study which results in promoting the interests of the University, as well as those of the faculty or staff member, in the judgment of the dean or administrative officer (see the [HRG13](#)).
- c. For any other reason determined to be at the convenience of the University in the judgment of the dean or administrative officer.

ACADEMIC ADMINISTRATOR, AND ACADEMIC:

The period during which an individual classified as Executive, Administrator, Academic Administrator, or Academic may be on leave of absence without salary is governed by the following conditions:

- a. A leave is granted for a specific period of time to begin on a date specified by the University.
- b. The length of a leave is determined as follows:
 - a. A leave of more than four (4) consecutive calendar months is granted only until the next June 30.
 - b. A leave of four (4) consecutive months or less may be granted regardless of the dates that the leave begins and ends.
- c. Each leave of absence ending on a June 30 is reviewed on that date. Action is then taken to renew or stop the leave.
- d. A leave of absence without salary normally will not exceed twelve (12) consecutive calendar months. It may not exceed a maximum of twenty-four (24) consecutive calendar months.

LENGTH OF LEAVE FOR STAFF:

The period during which an individual classified as Staff may be on leave of absence without salary is governed by the following conditions:

- a. A leave is granted for a specific period of time to begin on a date specified by the University.
- b. A leave of absence granted to an employee because of his or her inability to perform his or her duties due to illness or injury (non-job related) is limited as follows:

Maximum Amount of Leave For Staff

Length of Continuous Regular Service of Any Type	Maximum Length of Leave Granted
With the University at the Start of the Leave	
Through first 6 months*	up to 1 month
End of 6th month through 1st year	up to 3 months
End of 1st year through 2nd year	up to 6 months
End of 2nd year through 3rd year	up to 9 months
End of 3rd year through 4th year	up to 12 months
End of 4th year through 5th year	up to 15 months
End of 5th year through 10th year	up to 18 months
End of 10th year or more	up to 24 months

*Employees who have at least 12 months of University service (regular and/or non-regular), working at least 1,250 hours (regular and/or non-regular) during the previous 12-month period may be eligible for a longer leave of absence. See [HRG11](#) for details.

Absence for extended sick leave in accordance with the time limits established above will be continued only for the period of time the employee is unable to perform his or her duties because of his or her illness or injury. If the employee does not report to work after being physically able to report to work, his or her employment shall be terminated. If, at the end of the leave of absence the employee is still unable to work, employment will be terminated and all benefits of the leave of absence without salary will end.

- c. A leave of absence without salary for other than illness or injury normally will not exceed twelve (12) consecutive calendar months. It may not exceed a maximum of twenty-four (24) consecutive calendar months.
- d. If any employee returns to active employment following a leave of absence, and within sixty (60) calendar days returns to leave of absence status for the same illness or injury, the amount of time previously charged to leave of absence shall be counted against the appropriate allowance for maximum length of leave.

COSTS FOR UNIVERSITY INSURANCES WHILE ON LEAVE:

Costs for insurances in which enrolled during a leave of absence without salary for sickness, maternity, family care as specified in [HRG11](#), or formal study, shall be at the regular employee rates of contribution.

Costs for insurances in which enrolled during a leave of absence without salary for other than the reasons enumerated in the paragraph above shall be the entire cost (employee and University costs) for those benefits.

NOTE: A decision not to continue the insurances is considered a break in continuous benefits participation and may have an adverse effect on the employee's eligibility to continue the insurances after retirement (see [HR54](#)). If coverage is not continued during the leave and is requested at a later date the following

restrictions will apply. Except as provided by law, proof of eligibility will be required for re-enrollment in life insurance, long-term disability/annuity premium benefit and long-term care. Medical, dental, vision, accidental death and dismemberment (AD&D) can be requested only during the annual open enrollment period and will be effective January 1 following the open enrollment period.

CONTRIBUTIONS TO RETIREMENT PLANS WHILE ON LEAVE:

A faculty or staff member who is on leave of absence without salary, regardless of the reason, is not eligible to contribute or receive credit in any retirement plan unless he or she is a member of, and makes private arrangements to contribute to, TIAA-CREF. However, retirement contributions will be deducted from any amounts earned from the University during any leave.

ADDITIONAL CONDITIONS FOR ADMINISTRATOR AND STAFF EMPLOYEES:

An employee receives service credit for the purpose of increasing his or her vacation accumulation rate.

An employee does not accumulate any additional vacation or sick leave unless the employee is paid for enough days in any calendar month to qualify. An employee is not paid for holidays that occur during the leave.

The cash equivalent of the vacation accumulation, service days, and compensatory time due an employee is paid at the beginning of a leave of absence, except for a leave in excess of paid sick leave, maternity, family care as specified in [HRG11](#), or leave as the result of an on-the-job injury.

An employee retains paid sick leave (except for a leave in excess of paid sick leave or maternity leave); however, paid sick leave may not be used during a leave of absence.

For additional information, see [HR92](#) for administrator employees and [HR34](#) for staff employees.

RETURN TO ACTIVE SERVICE:

If conditions are the same at the end of the leave of absence as they were when the leave began, the faculty or staff member will be expected to return to active service. If he or she does not return at the end of the leave of absence, his or her employment is terminated and all benefits of the leave of absence without salary will end.

ELIGIBILITY FOR EDUCATIONAL PRIVILEGES WHILE ON LEAVE:

A faculty or staff member who is on a leave without salary for sickness, maternity, family care as specified in [HRG11](#), or formal study, and who is eligible for educational privileges, will retain those privileges, during the term of the leave. Dependents of such faculty or staff members who are eligible for grants-in-aid will retain this eligibility during the term of the leave. Grants-in-aid are not available for faculty or staff members, or dependents, during leaves of absence without pay for reasons other than those enumerated in this section.

APPLICATION FOR LEAVE:

Application for a leave of absence without salary should be made on the LVLO form. See the [IBIS Documentation](#). After the LVLO form routes through the area's approval path and the appropriate Central Offices, the information will be updated in the database.

APPROVAL OF LEAVE WITHOUT SALARY:

The decision on applications for such leaves of absence will be made by the dean or administrative officer consistent with this policy and appropriate Human Resources guidelines.

HR19 Leave of Absence for Active Military Service or Training

PURPOSE:

To outline provisions of leaves of absence with and without pay for short-term and long-term active military service, including military training, whether voluntary or otherwise.

Note: The law provides similar provisions for those who have extended service in the Public Health Service. All sections except the [PAID LEAVE](#) section are applicable to such service.

ELIGIBILITY FOR LEAVE:

Each regular University faculty or staff member who has completed one day of regular employment with the University immediately preceding the effective date of the requested military leave, and who has been ordered to report to active duty on a specific date, is eligible. Some nonregular employees may have re-employment rights upon completion of military service. Individual guidance from the Employee Relations Division should be sought in such instances.

NOTICE OF LEAVE:

The faculty or staff member shall give advance written or oral notice of the active service, unless such notice is precluded by military necessity. Such notice should include, when possible, a copy of the signed orders or authorization mandating the absence.

PAID LEAVE:

By law, all regular faculty and staff who are members of the Pennsylvania National Guard or any reserve component of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard shall be paid for up to fifteen workdays (120 hours) per calendar year while they are engaged in the active service of the United States, including field training.

Fifteen additional days (120 hours) of paid time off will be provided if an employee is called to active duty, other than active duty for training or full-time Active Guard Reserve duty, when ordered under 10 U.S.C.- 12301, 12302, 12304, or 32 U.S.C. - 502 (f), for a period of 30 or more consecutive days and assigned to duties away from home, under one or more of the following circumstances:

- involuntarily, or
- under Contingency Operation Temporary Tour of Active Duty (COTTAD), or
- voluntarily to serve in a combat zone, as designated by an executive order from the president, or
- in response to a domestic emergency.

By law, all regular faculty and staff who are members of the Pennsylvania National Guard are entitled to leaves of absence without loss of pay, time, or efficiency rating on all days during which they shall, as members of the Pennsylvania National Guard, be engaged in active State duty.

During the period of time the employee remains on the University payroll, benefits coverages/deductions and retirement contributions continue.

UNPAID LEAVE:

Absence not covered by provisions contained in the PAID LEAVE section above shall be considered as an unpaid leave of absence, and a leave of absence without salary for active military service shall be granted. Such leave may not exceed an aggregate maximum of sixty calendar months, unless a longer absence is provided by exception by law.

Immediately prior to commencement of the leave, the employee may elect to use or not use all or part of accumulated vacation, personal holiday, service days, compensatory time off, as applicable, during the leave prior to commencement of no-pay status for the balance of the leave.

During an unpaid leave:

1. Eligibility for educational privileges and dependent grant-in-aid continues.
2. The employee shall have the option to continue any or all of the benefits listed below in which enrolled for self and/or eligible dependents by paying the employee cost of such coverages.

Note: If an employee wishes to begin enrollment in an available program during the absence, then insurability provisions for such enrollment are applicable.

Unpaid Leave Benefit Availability

Benefit	Availability for Employee	Availability for Dependents
Life Insurance	Optional	Not Available
Medical	Optional	Optional
Dental	Optional	Optional
Vision	Optional	Optional
Voluntary Accidental Death & Dismemberment	Optional	Optional

- a. Coverage in medical, dental, or vision insurances shall not be applicable for an injury/illness determined by the Secretary of Veterans Affairs to have incurred in, or aggravated during, performance of service in the uniformed services.
- b. The life insurance policy permits payment of the basic value, but contains a war exclusion for accidental death and dismemberment. The Voluntary Accidental Death and Dismemberment program also excludes coverage for declared or undeclared war or any act thereof.
- c. Except for an injury/illness determined by the Secretary of Veterans Affairs to have incurred in, or aggravated during, performance of service in the uniformed services, for employees electing

not to continue coverages listed above, pre-existing condition or waiting period requirements for self and/or eligible dependents shall not be imposed upon return to active employment.

- d. A military leave of absence will not affect negatively the employee's ability to continue benefits into retirement in accordance with University policy.
3. Employer retirement contributions will cease effective with the start of the leave without pay. If upon returning to work, an employee elects to make retirement contributions to cover the period of time absent under this policy, then employer contributions shall also be made to the extent required by law.
4. The period of leave of absence without pay will be added to any length of service credit that a faculty or staff member may have otherwise.

REPLACING AN EMPLOYEE ON MILITARY LEAVE:

If the leave is anticipated to be six months or more and it is necessary to replace the faculty or staff member, the appointment of the new person will be for a period not longer than the duration of the military absence of the original employee. However, during the period of employment, the new person will be considered a regular faculty or staff member and will have the privileges of such, except that he/she shall not be granted a military leave of absence. The new person must be informed in writing of the conditions of employment when employment begins.

RETURN TO ACTIVE UNIVERSITY SERVICE:

Upon release from active military service under honorable conditions, a regular faculty or staff member may return to active service with the University, if he/she so desires. Insofar as it can be arranged, this return will be to the faculty or staff member's original position or to a position determined by the University to be an equivalent position.

To take advantage of this privilege, the faculty or staff member shall notify his/her immediate supervisor or dean or administrative officer of the return date in advance of the commencement of the leave, if such date is known. If the return date is not known in advance, then the request to return must be presented as soon as practicable, but in no case later than 14 days after the completion of the period of service for a leave of 31 through 180 days in length, or 90 days after the completion of the period of service for a leave longer than 180 days in length. Special conditions on time for requesting return to active employment apply for individuals hospitalized at time of release from military service. In this latter instance, contact the Employee Relations Division of the Office of Human Resources for guidance.

(To insure that timely consideration can be given with regard to returning the faculty or staff member to employment, it is helpful if the faculty or staff member can indicate his/her intention to return to active University employment prior to the expiration of the military leave of absence, or if not possible, within thirty calendar days after release from active duty.)

HR34 Employment Conditions for Staff Employees

PURPOSE:

To outline terms and conditions of full-time staff appointments.

PROBATIONARY PERIOD:

Full-time staff employees serve a one (1) year probationary period. The probationary period begins on the employee's hire date. During an employee's probationary period their employment is at-will and may be terminated without cause. University policy [HR78 Staff Employee Failure to Meet Acceptable Standards of Performance](#) does not apply to the probationary employee and the probationary period employee is not eligible to use the staff grievance procedure.

If a probationary employee voluntarily accepts a different job within the University during the probationary period, the employee will serve a new one (1) year probationary period, which will begin on the effective date of the employee's transfer.

WORK SCHEDULES:

Nonexempt Staff

Unless otherwise notified, the standard work week for University employees is a seven day period beginning Sunday at 12:00 a.m. and ending at 11:59 p.m. on the following Saturday. The standard work week is 40 hours for a 100% FTE non-exempt position, and the 40 hours are to be scheduled within that period. This is not, however, a guarantee that this number of hours of work will be available each week for each employee.

The daily hours of work for an employee will be scheduled so that provision is made for meal periods on the employee's time (except at the employee's request to forgo an unpaid meal period, when such request can be accommodated, or for certain continuous 24-hour operations). Except at the employee's request, subject to the approval of the manager, each unpaid meal period will be no less than 30 minutes. A typical work schedule is no more than five (5) days per week. Employees will not be assigned to a regular weekly work schedule of seven days every week. If possible employees will be scheduled to allow for consecutive days off. Flexible working hours and work schedules less than 100% FTE may be established, see [HRG02](#) and [HR105](#) respectively.

At least one calendar week notice will be given to any employee if their regular work schedule is to be changed by the employee's manager, unless the change is caused by an emergency. In the event an employee reports to work and there is no work available, the employee is paid for three hours on a straight time basis unless the employee has been informed in advance not to report for work.

Exempt Staff

For a 100% FTE position, forty (40) hours a week is a minimum requirement. Flexible working hours and work schedules less than 100% FTE may be established, see [HRG02](#) and [HR105](#) respectively. Many assignments may require longer weekly work schedules than the established minimum.

VACATION:

Vacation time off for full-time staff is typically requested by the employee and is subject to the approval of the manager. When approving vacation requests, managers will consider unit and University operational needs. Employees on fixed-term I appointments may be required to take vacation time off during the appointment so that all or part of accrued vacation is expended prior to the conclusion of the appointment. There may be other circumstances where employees may be required to take vacation time off. An employee earns vacation in any calendar month in which the employee is paid for at least eighty-eight hours (88) hours of the normally scheduled work time in the month. For exempt staff, deductions from salary for time off in excess of accrued vacation may be made only for full-day absences unless allowable under the law.

Eligible employees accrue vacation on the last day of each month. Once accrued, time is immediately available for use by the employee. Monthly rates of accruals and maximum accruals allowed will be prorated based on the employee's annual FTE, see [HR105](#). The following accrual criteria apply:

Nonexempt Staff Vacation

Criteria	Monthly Rate of Accrual	Maximum Accrual Allowed
During the first 10 years of continuous employment in a standing or fixed-term I position	12 hours	192 hours
From the beginning of the 11th year to and including the 25th continuous year	16 hours	240 hours
From the beginning of the 26th continuous year and thereafter	18 hours	264 hours

Exempt Staff Vacation

Criteria	Monthly Rate of Accrual	Maximum Accrual Allowed
During the first 25 years of continuous employment in a standing or fixed-term I position	16 hours	240 hours
From the beginning of the 26th continuous year and thereafter	18 hours	264 hours

1. An employee preparing for a major life event such as the birth or adoption of a child, finishing a degree, etc., may request approval to accrue a vacation balance in excess of the maximum accrual limit. To do so, the employee submits a written request to the supervisor and the work unit Human Resources office outlining the event, identifying the period of time involved, and the plan for using such time, which must include the end date of the arrangement. Requests will be considered on a case-by-case basis taking into account University business needs. In all cases, the approved accruals in excess of the maximums stated above must be used within twelve (12) months following the date of

the approval. If the employee terminates employment, then the vacation payout described below will not include any vacation accrual in excess of the applicable maximum.

2. In the event that an unexpected work-related situation causes an employee to miss or delay using vacation accruals, a request for approval to accrue a vacation balance in excess of the maximum accrual limit may be allowed. To do so, the employee and manager submit a written request to the work unit Human Resources office outlining the work-related event, identifying the period of time involved, and the plan for using such time, which must include the end date of the arrangement. In all cases, the approved accruals in excess of the maximums stated above must be used within twelve (12) months following the date of the approval. If the employee terminates employment, then the vacation payoff described below will not include any vacation accrual in excess of the applicable maximum.

VACATION PAYOUT:

An employee who terminates employment after completing at least one continuous year in a standing or fixed-term I appointment immediately preceding the date of termination, or an employee who satisfactorily completes a fixed-term I appointment of less than one year who separates from the University at the conclusion of the appointment, will receive the cash equivalent of unused accruals (not to exceed the maximum provided by policy).

Some colleges or departments may require certain employees to take vacation time off during their appointment so that all or part of their accrued vacation is expended prior to the conclusion of the appointment. Employees will not receive a vacation payout for any unused time if such time was required to be expended.

The cash equivalent of the unused vacation time is computed by using the Workday Percentage Factor Calculator. All vacation payout amounts are calculated using the employee's full-time salary or hourly rate.

SICK LEAVE:

An employee on a 100% FTE appointment will accrue eight (8) hours of paid sick leave for each calendar month in which they are paid for at least eighty-eight hours (88) hours of the normally scheduled work time in the month. Monthly rates of accruals will be prorated based on the employee's annual FTE, see [HR105](#).

NOTE: Exempt staff who began exempt employment prior to October 1, 1992, continue on their [former sick leave plan](#).

Accrued sick leave is intended to provide employees with salary continuation in the case of illness or injury. Employees may be required to submit documentation from their healthcare provider in the event of an illness or injury prior to approval for use of sick accruals. Except as otherwise provided below, absence is chargeable as sick leave only when the employee is unable to perform their duties because of their own illness or injury. Time off for appointments with a healthcare provider may be charged to sick leave accruals when it is not possible for the employee to schedule the appointment on the employee's own time. Requests for time off are to be made as far in advance as possible. Employees may be required to submit documentation from their healthcare provider detailing the date and time of the visit.

If an employee is charging sick leave and the employee's vacation accrual reaches the maximum, the employee may charge vacation accruals instead of sick leave, so that vacation accruals are not lost. If an employee expends all accrued sick leave, additional absence, at the option of the employee, will be charged to accrued vacation. If the employee expends all accrued vacation, or elects not to charge the absence to accrued

vacation, the employee will be granted a leave of absence without pay in accordance with [HR16 Leave of Absence Without Salary](#). The employee may be required to submit documentation from their healthcare provider to substantiate the need for such absence(s). For exempt staff, a salary deduction will be made for absence in excess of accrued sick leave or vacation, only if such absence is for a full day unless deduction for less than a full day is permissible under the law.

An employee may use up to 40 hours of their accrued sick leave per calendar year to care for a sick family member. Family member as used in this policy is defined as persons whom the employee considers as family. The care provided may include such activities as bed-side care, accompanying the family member to a medical appointment, and emotional support.

An employee who meets the eligibility criteria to leave the University as a retiree is eligible to receive 1/4 the cash value of the employee's unused sick leave; provided, however, such payment will not exceed an amount equal to (a) 100 hours of pay, or (b) 136 hours of pay if the employee's accrued sick leave balance is at least 3/4 of all sick leave accrued. All sick leave payout amounts are calculated using the employee's full-time salary or hourly rate.

SICKNESS AND ACCIDENT SUPPLEMENT:

An employee who has five (5) or more years of continuous service in a standing or fixed-term I position who is absent beyond 60 continuous calendar days for an illness or injury will be covered by the University's Sickness and Accident Supplement; provided, however, for absences not covered by FMLA, if the employee has used more than forty-eight (48) hours of accrued sick leave in the full twelve (12) month period immediately preceding the absence without doctor's certification for such absences charged in excess of 48 hours, the employee will not be eligible for the Sickness and Accident Supplement. The employee must submit to the University a written statement from the employee's healthcare provider prior to the beginning of the absence, subject to appropriate approval processes as determined by the University.

If approved, employee will receive 1/3 of normally scheduled hours of pay for each work day missed while covered by the Sickness and Accident Supplement. In addition, the employee, at the employee's option, may charge the equivalent of 1/3 of normally scheduled hours of accrued sick leave for each work day missed and therefore receive 2/3 pay. If an employee has used all of their accrued sick leave, additional absence, at the option of the employee, may be charged as provided herein against accrued vacation.

An employee will not be eligible to continue under the Sickness and Accident Supplement for an absence that continues beyond 180 continuous calendar days from the date of the beginning of absence for the illness or injury. Any payments received from the Sickness and Accident Supplement will be reduced by payment from other sources such as Workers' Compensation, Social Security, or other non-individual disability coverages.

ABSENCE FOR ON-THE-JOB INJURY:

If an employee is absent from work as a result of an injury or illness compensable under the Workers' Compensation Act, Occupational Disease Act, or similar legislation, the following conditions apply:

- The employee has the option to request a leave of absence without pay or to charge the absence to their accrued sick leave (or, if sick leave has been expended, to accrued vacation, personal holiday, service days, or holiday compensatory time off). An employee electing to use such paid time off will be charged 1/3 of normally scheduled hours a day for each work day of absence and will continue to receive full salary.

- If all paid time off is exhausted, the employee will be granted a leave of absence without pay.
- Leave of absence without pay will not exceed 24 months.
- Any compensation checks the employee may receive while receiving full salary will be endorsed and returned to the University. The employee will retain any compensation checks received while on leave of absence without pay.
- The employee's contribution for all group healthcare and insurance coverages in which enrolled will be paid by the University, if the employee is on leave of absence without pay following an on-the-job injury, provided the employee continues to receive Workers' Compensation insurance payments.

The employee must furnish to the University applicable healthcare provider statements related to the injury or illness, subject to appropriate approval processes as determined by the University.

HOLIDAYS:

Each holiday established by the University is intended to give an employee on a 100% FTE appointment the benefit of eight (8) hours of paid time off. Employees with schedules involving longer than eight (8) hour days do not receive additional holiday time and are required to use appropriate accruals to cover for time in excess of eight (8) hours on holidays if they would have been scheduled and are not required to work. Holiday time off benefits will be prorated based on the employee's annual FTE, see [HR105](#).

The following 12 days are established as holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- December 25 and five additional days
- A Personal Holiday

When December 25 comes on these days - The six holidays are:

The Six Holidays

Day	Holiday Days
Sunday	December 25, 26, 27, 28, 29, 30
Monday	December 22, 25, 26, 27, 28, 29
Tuesday	December 24, 25, 26, 27, 28, 31
Wednesday	December 23, 24, 25, 26, 27, 30
Thursday	December 24, 25, 26, 29, 30, 31
Friday	December 24, 25, 28, 29, 30, 31
Saturday	December 23, 24, 25, 27, 28, 29

1. Some areas substitute service days in lieu of some of the holidays listed above. Employees working in these areas should consult the following [information](#).

2. A newly hired employee commencing employment in a standing or fixed-term I position during December will receive only the December 25th holiday and the New Year's Day holiday, but will not receive paid time off for the additional University holidays in December during that first December holiday period. If such employee is required to work on any of the additional University holidays occurring that December, the employee will receive their regular pay for such day, but will not be granted holiday compensatory time off for the number of hours worked on the day.
3. One personal holiday is earned each calendar year on January 1. A new employee in the first year of employment earns a personal holiday for that year after completing two months of employment. Employees hired on or after November 1 will accrue one (1) personal holiday on January 1 of the following year. The personal holiday is scheduled in the same way in which vacation is scheduled. If not used, the personal holiday will be carried over into the next calendar year but not thereafter. The personal holiday(s) will not be paid out at the time of separation from employment, unless the separation is due to layoff under policy [HR97 Layoff Provisions for Staff Employees](#).
4. A nonexempt staff employee required to work a regularly scheduled work day on an official University holiday will receive their regular pay for the holiday and will be granted holiday compensatory time off at the rate of double time for the number of hours worked on the holiday, up to the number of hours normally worked by the employee on that day. At the option of the employee, the employee may receive the cash equivalent of 1/2 of compensatory time off earned on a holiday. Such payment will be calculated using the employee's regular rate of pay. The option to receive such payment must be made within one calendar week following the holiday or holiday period. Holiday compensatory time off not converted to the cash equivalent will be used for absences where vacation accumulation would be used. Holiday compensatory time will not be paid out to the employee at the time of separation from employment. Time worked on a holiday in excess of the employee's normal daily hours will be paid at two times the employee's regular rate of pay. Holiday compensatory time off will not be earned for such additional hours worked. If a holiday should fall on a day not normally scheduled as a work day for an employee the employee will be granted eight (8) hours of holiday compensatory time (see [HR105](#) for positions that are less than 100% FTE). Such equivalent time off will be granted whether or not the employee works on the holiday and will be used for absences where vacation accumulation would be used, and scheduled in the same manner as requests for vacation. If the employee is required to work on such day, the employee also will be paid at the rate of two times the employee's regular rate of pay for the hours worked, but will not be granted additional holiday compensatory time off for such hours worked.
5. An exempt staff employee required to work on a regularly scheduled work day on an official University holiday will receive their regular pay for the holiday and will be granted holiday compensatory time off at the rate of double time for the number of hours worked on the holiday. At the option of the employee, the employee may receive the cash equivalent at the employee's regular rate of pay for 1/2 of the compensatory time off earned on a holiday, not to exceed a normal day's gross pay for the employee. The option to receive such payment must be made within one calendar week following the holiday or holiday period. Holiday compensatory time off not converted to the cash equivalent will be used for absences where vacation accumulation would be used, and scheduled in the same manner as requests for vacation. If a holiday should fall on a day not normally scheduled as a work day for an employee the employee will be granted eight hours of holiday compensatory time (see [HR105](#) for positions that are less than 100% FTE). Such equivalent time off will be granted whether or not the employee works on the holiday, will be used for absences where vacation accumulation would be

used, and scheduled in the same manner as requests for vacation. If the employee is required to work on such day, the employee also will be granted additional holiday compensatory time off at the rate of double time for the number of hours worked on the holiday. At the option of the employee, the employee may receive the cash equivalent at the employee's regular rate of pay for 1/2 of such additional holiday compensatory time off earned, not to exceed a normal day's gross pay for the employee. The option to receive such payment must be made within one calendar week following the holiday or holiday period. Such holiday compensatory time off not converted to the cash equivalent will be used for absences where vacation accumulation would be used, and scheduled in the same manner as requests for vacation.

6. Holiday compensatory time off will not be paid out to the employee at the time of separation from employment.
7. If a holiday occurs during the vacation or sick leave of an employee, it will not be charged as a day of vacation or sick leave.
8. An employee on an unpaid leave of absence is not paid for holidays that occur during the unpaid leave of absence.
9. If a holiday listed above (other than December 25) occurs on a Sunday, the University will observe it officially on the following Monday.
10. The final date of pay status for an employee who indicates an intent to resign at a time near the December/New Year's holiday is determined in accordance with [HRG14](#).
11. The above holiday provisions apply to work performed in the employee's full-time position.

OTHER PAID TIME OFF:

Paid time off, other than sick leave, vacation, or holidays is outlined below. All paid time off is prorated based on the employee's annual FTE. (See [HR105](#) Reduced FTE Schedules).

Friday Following Thanksgiving

The University is not open for normal business on the Friday after Thanksgiving. Employees who are normally scheduled to work on Fridays and who are not required to work will receive their regular pay for the day. Employees who are normally scheduled to work on Fridays and who are required to work will receive, in addition to their pay for the day, compensatory time off equivalent to the number of hours worked, subject to a maximum of eight (8) hours. Employees who are not normally scheduled to work on Fridays and are not required to work on the Friday following Thanksgiving will receive eight (8) hours of compensatory time. Compensatory time off will not be paid out to the employee at the time of separation from employment.

Death in Family

Absence from work because of death in an employee's family will be allowed with full pay on the following basis:

1. For an employee's partner, brother or sister (including half-brother or half-sister, step-brother or step-sister); or for an employee's or an employee's partner's: parent (including stepparent, guardian, or

foster parent), child or stepchild (including the partner of the child or stepchild), grandchild, up to forty (40) hours of leave to be used consecutively, provided such amount of leave is required. A guardian as used in this section will mean a person who raised the employee and served in the place of the parent for a substantial portion of the employee's childhood.

2. For the employee's or employee's partner's grandparent, niece, nephew, aunt or uncle, and partners of aunts and uncles or, the employee's partner's brother, sister, and partners of same, or, the partner of employee's brother or sister, up to eight (8) consecutive hours between the date of death and the date of the funeral or memorial service.

Death-in-Family Chart

Family Member	Employee's	Employee's Partner's
Partner	up to 40 hours	X
Parent (including stepparent, guardian, or foster parent)	up to 40 hours	up to 40 hours
Brother or sister (including half-brother or half-sister)	up to 40 hours	up to 8 hours
Partners of brother or sister	up to 8 hours	up to 8 hours
Child or stepchild	up to 40 hours	up to 40 hours
Partner of child or stepchild	up to 40 hours	up to 40 hours
Grandchild	up to 40 hours	up to 40 hours
Grandparent	up to 8 hours	up to 8 hours
Aunt or uncle	up to 8 hours	up to 8 hours
Partners of aunts and uncles	up to 8 hours	up to 8 hours
Nephew or niece	up to 8 hours	up to 8 hours

An employee who would qualify for death-in-family paid time off for regular work hours missed under the provisions of this section who already is receiving paid time off chargeable either to vacation accumulation, holiday compensatory time, a personal holiday or sick leave accumulation, will have such time off as applicable charged instead to death-in-family paid time off, up to the limits allowed under the provisions of this section. Additional time off will be charged against the employee's vacation accumulation or as a payroll deduction, at the employee's option.

Involuntary Jury Service

If an employee is on jury duty, the University will pay their full salary for time absent from work. If the approved time absent results in the employee missing more than half of their regularly scheduled work shift, the employee will be excused from the remainder of the shift with no loss of salary. (See note below.)

Volunteer Fire Fighting

The full pay of an employee will be paid during the time spent by the employee during their regular working hours in fighting fires or in answering other public alarms, provided that the employee is a member of the volunteer fire department that is engaged in the activity or, in the event of a forest fire, the employee is

engaged in an organized forest fire fighting operation in the area in which the employee's campus or center is located. (See note below.)

Ambulance Driving

The full pay of an employee will be paid during the time spent by the employee during their regular working hours in nonscheduled driving of an ambulance for a volunteer ambulance club or organization serving the community where the employee's campus or center is located. If an employee is a volunteer ambulance driver for a volunteer ambulance club or organization that does not primarily serve the community where the employee's campus or center is located, the full pay of the employee will be paid during the time spent by the employee during their regular working hours in driving an ambulance provided:

1. The driving is limited to unplanned emergencies, and
2. The employee is not called from work to drive. (See note below.)

Subpoenaed Witness

If an employee is subpoenaed as a witness and is not a party to the legal action, the employee's full salary will be paid for the time spent by the employee during their working hours as a witness. (See note below.)

Civil Air Patrol Members

A member of a Civil Air Patrol Group involved in an air search and rescue mission will be paid their full salary for the time spent by the employee during their regular working hours, provided there is an authorized mission and the Civil Air Patrol authorities have requested the employee to report for duty. (See note below.)

Emergency Rescue

The full pay of an employee will be paid during the time spent by the employee during the employee's regular work hours when engaged in an organized emergency rescue, provided the employee is a member of a bona fide search and rescue organization and the rescue activity is in the area in which the employee's campus or center is located. (See note below.)

NOTE: Paid time off covered by the Involuntary Jury Service, Volunteer Fire Fighting, Ambulance Driving, Subpoenaed Witness, Civil Air Patrol, and Emergency Rescue Sections, includes time spent in the activity described, plus travel time, time necessary for normal sleeping, etc., as determined by management.

OVERTIME - NONEXEMPT STAFF:

Overtime is all time worked by a staff member appointed to a nonexempt position for the University that is in excess of forty (40) hours in a work week. In any week in which a University holiday occurs on an employee's regularly scheduled work day, or an employee has used other approved paid time off, such holiday or paid time off will be considered as time worked.

Overtime is permitted to be worked only after advance approval by the manager. Such approved overtime is paid for at the rate of time and one-half the hourly rate, or at the rate of two times the hourly rate if the overtime qualifies as holiday overtime.

SHIFT PREMIUM - NONEXEMPT STAFF:

Employees in nonexempt positions will be paid a shift premium of \$.60 per hour for work beginning between the hours of 1:00 p.m. and 9:59 p.m., and \$.65 per hour for shifts beginning between 10:00 p.m. and 4:59 a.m.

for all continuous hours worked on the shift. The shift premium will be added to the base rate before the calculation of an overtime rate.

UNAUTHORIZED ABSENCE:

Employees must follow appropriate approval processes as determined by the University in order to be approved for the use of paid or unpaid time off. Absences from work which are not approved by either the employee's manager or, in the case of a leave of absence, by the Absence Management Team, will be considered unauthorized and will not be paid. Employees may be subject to discipline for unauthorized absences up to and including termination from employment.

If an employee is absent from work and has not notified their supervisor, the employee will be considered as having abandoned their job at the completion of the third consecutive work day of unauthorized absence, unless the manager judges the circumstances to have been emergency in nature, and it can be shown that it was impossible for the employee to have given proper notification to the employee's manager.

RE-EMPLOYMENT WITH THE UNIVERSITY:

If an employee terminates employment with the University and is rehired after break in service, the following conditions apply:

1. The employee is a probationary employee, and will serve a new probationary period as outlined above.
2. The employee does not receive service credit for their period of prior employment for the purpose of increasing the vacation accumulation rate, the length of leave of absence, or other working conditions related to length of service unless provided by University policy.
3. The employee does not receive credit for any unused sick leave from a previous period of employment.

HR68 Postdoctoral Appointments

PURPOSE:

To outline the terms and conditions of postdoctoral scholar and postdoctoral fellow appointments.

DEFINITION OF POSTDOCTORAL APPOINTMENTS:

Postdoctoral appointments shall:

1. be full-time, but temporary, one-year appointments which include four (4) weeks of paid leave;
2. be granted to appointees who were awarded a Ph.D. or equivalent doctorate (e.g., Sc.D, M.D., D.D.S., J.D.) in an appropriate field (typically in the last five (5) years) and provide the appointee with training under the supervision of a faculty member of a department;
3. involve substantially full-time research or scholarship;
4. function as a preparatory time for their careers;
5. provide the appointee with the opportunity to publish the results of their research or scholarship during the period of the appointment; and
6. provide the appointee with technical training and opportunities for professional and career development.

DESIGNATED TITLES:

Designated titles for postdoctoral appointments at The Pennsylvania State University are Postdoctoral Fellow and Postdoctoral Scholar. The title of Postdoctoral Fellow will be used only in connection with appointments financed under a Postdoctoral Fellow Program of a granting agency outside the University. The title of Postdoctoral Scholar will be the usual designation for all other postdoctoral appointments.

LENGTH OF APPOINTMENT:

Postdoctoral appointments are intended for individuals who have recently completed a Ph.D. or equivalent doctorate typically within five (5) years of completion of their degree. Individuals with titles other than postdoctoral fellow or postdoctoral scholar are not covered under this policy.

Appointments are offered as one-year terms with the possibility for renewal. All renewals are contingent upon available funding, satisfactory performance on the part of the postdoctoral scholar/fellow, and adherence to all University policies and professional standards of conduct. No individual shall be appointed to a postdoctoral scholar/fellow appointment for more than a total of five (5) years.

If the appointment is not being renewed at the end of the appointment period for any reason, including lack of adequate funding, or the postdoctoral scholar/fellow has reached a maximum of five (5) years in the position, at least thirty (30) days' notice, in advance of the appointment end date must be given. Postdoctoral scholars/fellows are expected to continue performing assigned responsibilities during the notice period.

RESPONSIBILITY FOR CLEARING APPOINTMENT:

All postdoctoral appointments will be approved by the appropriate dean and the Office of the Vice President for Research will maintain a current inventory of all appointments. Prior to extending an offer, the supervising

faculty member or department shall demonstrate availability of sufficient funding to cover the twelve (12) month appointment.

INTERNATIONAL APPOINTMENTS:

The University recognizes that there are a significant number of postdoctoral scholars/fellows who are foreign nationals. Supervising faculty members who extend offers to international postdoctoral scholars/fellows must adhere to all applicable federal regulations and University policies regarding their postdoctoral appointments. The individual must be eligible for the appropriate immigration status for the length of the appointment. Faculty and foreign national scholars/fellows should consult with International Scholar Advising, Directorate of International Student and Scholar Advising (JScholarAdv@psu.edu) to ensure compliance with visa requirements regarding offers, renewals, leaves of absence, and exits/terminations. Failure on the part of the postdoctoral scholar/fellow to maintain appropriate work authorizations and/or visa extensions as appropriate will result in termination.

REMUNERATION:

Postdoctoral scholars/fellows should be compensated an amount of no less than the current minimum salary provided in the [Table of Stipends for Postdoctoral Appointments](#).

INSURANCE/BENEFITS:

Postdoctoral scholars/fellows may enroll in an available University-sponsored health plan effective with the date of appointment. Those who enroll will contribute for an available University-sponsored health plan on the same basis and at the same rates as regular faculty and staff member contributions. Such contributions will be deducted monthly.

In addition, postdoctoral scholars/fellows may enroll in the University's dental and/or vision plan.

Postdoctoral scholars/fellows may elect to participate in the Age-graded Life Insurance Plan and elect an amount of coverage equal to their annual stipend not to exceed \$50,000. Postdoctoral scholars/fellows are not eligible for the University's mandatory retirement plan; however, they may elect to participate in a supplemental retirement plan through TIAA. See the [Office of Postdoctoral Affairs website](#) for coverage details.

HOLIDAYS:

Postdoctoral scholars/fellows are generally eligible to follow the holiday schedules established for their respective campuses. Postdoctoral scholars/fellows will not be expected to perform any duties of the position on official University holidays, including the shutdown period during the December/January holidays at campuses that are closed during that time. If it is necessary for the postdoctoral scholar/fellow to perform their duties on a University holiday, then compensatory time off equivalent to the number of hours worked on the holiday will be provided by the unit. Use of holiday compensatory time off is subject to the approval of the supervising faculty, shall be used prior to other leave, and shall not be paid out at the time of separation. Supervising faculty should provide advanced notice to the postdoctoral scholar/fellow in the event they will be required to work on an official University holiday.

PAID LEAVE:

As part of each one-year appointment, postdoctoral scholars/fellows are provided with four (4) weeks or twenty (20) business days of paid leave to cover absences to include, but not be limited to, doctor's appointments, personal illness, caring for an ill family member, funeral leave, vacation, and other similar situations. The timing and duration of leave must be agreed upon and approved in advance by the postdoctoral scholar/fellow and supervising faculty member unless circumstances make advanced approval not possible. Unused leave cannot be rolled over from one appointment year to the next or used to extend the appointment at the time of separation from the University. However, unused leave may be used during the last week of the appointment if needed to cover an approved absence. Unused paid leave shall not be paid out to the postdoctoral scholar/fellow at the time of separation.

LEAVES OF ABSENCE:

Leaves of absence without pay for a reasonable period of time beyond the four (4) weeks of paid leave will be considered on a case-by-case basis. Departments may be able to provide for some work to be completed remotely (e.g., data analysis), permitting the postdoctoral scholar/fellow to remain in paid status.

Postdoctoral scholars/fellows may be eligible for leave under the Family and Medical Leave Act. To the extent that a postdoctoral scholar/fellow is eligible for such leave, it shall run concurrently with paid and unpaid leave under this policy. Whenever a postdoctoral scholar/fellow would like to request a paid or unpaid leave of absence, they shall contact the Penn State Human Resources, Absence Management Office at absence@psu.edu. The Absence Management Office shall work with the supervising faculty member and the Office of Postdoctoral Affairs (postdocaffairs@psu.edu) when vetting and approving such requests.

Before a leave of absence is discussed with an international postdoctoral scholar/fellow, the Penn State Human Resources, Absence Management Office shall contact International Scholar Advising, Directorate of International Student and Scholar Advising (JscholarAdv@psu.edu) to ensure consistency with federal regulations.

Postdoctoral scholars/fellows should refer to [New Parent Accommodation Guidelines](#) (not an actual policy). Postdoctoral scholars/fellows may be eligible for parental leave. Please contact the Absence Management Office (absence@psu.edu) to discuss the parameters for parental leave for postdoctoral scholars/fellows.

EXPECTATIONS OF PERFORMANCE:

Every postdoctoral scholar/fellow is expected to exhibit and promote the highest ethical, moral, and professional standards as researchers, future faculty, professionals, and leaders in their respective fields. All postdoctoral scholars/fellows should receive Responsible Conduct of Research training through their faculty mentor, department and/or college. Research misconduct as per <https://www.research.psu.edu/researchmisconduct> is regarded as a serious offense, raising grave doubt that the postdoctoral scholar/fellow is worthy of continued membership in the postdoctoral community at the University.

In addition to demonstrating satisfactory research progress, fulfillment of assigned duties, and adherence to all University policies, postdoctoral scholars/fellows must maintain proper ethical, moral, and professional standards. The primary duties of postdoctoral scholars/fellows are research and scholarship. However, postdoctoral scholars/fellows seeking additional experiences in other areas such as teaching or consulting should consult with their supervising faculty members prior to accepting any such additional duties. Supervising faculty have the discretion to approve or deny such requests based on the funding criteria, performance, and individual circumstance.

It is strongly recommended and expected that all postdoctoral scholars/fellows be provided a written outline of the expectations of the supervising faculty member at the beginning of their appointment. To the extent possible this document should include a description of specific responsibilities. The document should be the first step in developing an Individualized Development Plan (IDP) for the postdoctoral scholar/fellow in order to guide their professional development during their time at the University (See [Appendix A](#)). The IDP is extremely helpful in guiding postdoctoral and early career researchers and is required by a growing number of federal funding agencies.

Postdoctoral scholars/fellows should also receive an annual evaluation at the end of each appointment year (See [Appendix B](#)). This evaluation will include a written assessment of their performance, which is to be discussed by the postdoctoral scholar/fellow and the supervising faculty member.

Although it is expected that all postdoctoral scholars/fellows demonstrate satisfactory performance in their research, fulfill all responsibilities outlined by the faculty member, demonstrate professional and ethical standards of behavior, and adhere to all University policies, there are occasions when improvement in one or more of these areas is needed. Failure to meet the expectations identified by the supervising faculty member may result in actions including the implementation of a Plan for Improvement (PFI) and/or sanctions, which may include termination of the appointment. If a supervising faculty member determines that the performance and/or behavior of a postdoctoral scholar/fellow is not meeting expectations, the faculty member should notify and consult with the college Associate Dean for Research and unit Human Resources Strategic Partner or Consultant. The supervisor should then meet with the postdoctoral scholar/fellow to notify them that their performance and/or behavior is a concern and develop a PFI (See [Appendix C](#)). Once a PFI has been implemented, it is the responsibility of the postdoctoral scholar/fellow to adhere to all parameters outlined in the plan and of the supervising faculty member to monitor and document progress accordingly. If the postdoctoral scholar/fellow has not demonstrated satisfactory improvement and not met expectations within the time allotted, the faculty member will provide a final written assessment of their performance, along with a termination letter, indicating the specific date that the appointment will end.

All Plans for Improvement must be reviewed and approved by the unit Human Resources office prior to being implemented with the scholar or fellow. Penn State Human Resources will consult with other University offices as needed (e.g. Office of Postdoctoral Affairs, Affirmative Action Office, Employee Relations, Office of General Counsel) prior to giving approval to the faculty member to implement the PFI.

TERMINATIONS:

Postdoctoral appointments can be terminated prior to the completion of the contract term for the following reasons:

a. Voluntary resignation:

In the case of a voluntary resignation by the postdoctoral scholar/fellow, the University requests that the postdoctoral scholar/fellow provide a minimum of thirty (30) days' notice to the faculty supervisor and follow the appropriate exit procedures within the research group and department.

b. Unsatisfactory performance or behavior; research misconduct; or violation of University policy:

If a faculty supervisor is considering termination of a postdoctoral scholar/fellow, they must consult with their unit HR Strategic Partner and/or the Associate Dean of Research, who may consult with other appropriate offices. If the postdoctoral scholar/fellow is being terminated prior to the end of the appointment period due

to unsatisfactory performance and/or an unsuccessful PFI, the postdoctoral scholar/fellow must be given advanced notice. The number of days of notice will be decided on a case-by-case basis.

If the postdoctoral scholar/fellow is being terminated prior to the end of the appointment period due to unsatisfactory behavior, research misconduct, or violation of University policy, the number of days of notice will be determined on a case-by-case basis. In certain cases where the behavior is deemed egregious by the University, termination of the appointment may be effective immediately.

Decisions to terminate postdoctoral scholar/fellow appointments involuntarily for cause must be approved in advance by the college or work unit budget executive or designee. Under any termination of appointment, postdoctoral scholars/fellows must adhere to University policy [HR102 Separation and Transfer Protocol](#) regarding the submission of keys, research equipment and materials, research data, and all other University property.

International postdoctoral scholars/fellows must contact the Directorate of International Student and Scholar Advising in the University Office of Global Programs to determine their visa status as a result of the termination.

GRIEVANCE PROCEDURE:

Postdoctoral scholars/fellows should always attempt to resolve problems concerning their professional situation by discussing the matter with their supervisor. If there is a reason for the postdoctoral scholar/fellow to believe that this avenue is inappropriate, they may seek recourse through the department or division or program head, or from the associate or assistant dean of their college or division. The postdoctoral scholar/fellow may also seek advice from the college Ombudsperson, unit Human Resources Office and Office of Postdoctoral Affairs.

Occasionally, there are disagreements between postdoctoral scholars/fellows and their supervisors that cannot be resolved in the administrative structure of the department, division, program, or college. Such problems may involve alleged violations of academic freedom, professional ethics, and procedural fairness and consistency. There may be disagreements concerning authorship credit or intellectual property ownership. If a resolution of such problems cannot be achieved at the department, division, or program level, the following procedures are to be followed. This procedure is not to be utilized for instances of unsatisfactory performance or behavior by the postdoctoral scholar/fellow. If for some reason the proper jurisdiction is not clear, then the Vice President for Research shall decide on the appropriate procedure.

1. For disagreements that are unresolved at the department or program level, a grievance process will be initiated when the postdoctoral scholar/fellow files a written grievance with the dean of their college. The parties to the grievance process shall be the person(s) filing the grievance and the person(s) responsible for the act or omission that gave rise to the grievance.
2. In response to the grievance, the College Dean appoints and convenes a Hearing Committee consisting of five members. From that time until the hearing ends, the College Dean refrains from involvement in the dispute. The Hearing Committee consists of two postdoctoral scholars/fellows, two faculty members, and an administrator who will serve as chairperson. All members of the Hearing Committee will be from outside the academic department or unit in which either the postdoctoral scholar/fellow or faculty member who is involved in the grievance participates.
3. Each party is allowed up to three disqualifications from this committee without cause. An indefinite number of disqualifications is allowed with cause, as determined by the College Dean. The College Dean makes additional appointments as necessary to fully staff the Hearing Committee.

4. The Hearing Committee attempts to resolve the disagreement within 30 calendar days of receiving the complaint.
5. The hearing is not public. During the hearing, either party may have present an adviser, who must be a postdoctoral scholar/fellow, faculty, or a staff member of the University. In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.
6. The Hearing Committee may have present at the hearing such assistance as it deems necessary.
7. The Hearing Committee is not bound by strict rules of evidence and may admit any relevant evidence.
8. The hearing is audio recorded, and a recording of the hearing is kept through any appeal processes. The parties involved may request to listen to the recording and take written notes until it is destroyed, however, copies are not provided.
9. The parties are afforded an opportunity to obtain necessary witnesses and documentary and other evidence. The department or program involved makes all reasonable efforts to cooperate with the committee in securing witnesses and making available documentary and other evidence.
10. Each party has the right to confront and cross-examine all witnesses. Expenses incurred in obtaining a witness will be the responsibility of the party requesting the witness.
11. The Hearing Committee's findings are based solely on the hearing record. In cases where issues involve authorship, the Hearing Committee should adhere to the spirit of University policy [IP02 Co-Authorship of Scholarly Reports, Papers and Publications](#).
12. The Hearing Committee submits its findings and recommendations in writing to the College Dean and to the parties involved. Based solely on the record of the hearing, the College Dean may endorse all, part, or none of the Hearing Committee's recommendations. In coming to a decision, the College Dean may consult with the Vice President for Research. A written notice of the decision of the College Dean is provided to the Hearing Committee and the parties involved within three weeks of receipt by the College Dean of the Hearing Committee's recommendations. If the College Dean does not endorse all of the findings and adopt all the recommendations of the Hearing Committee, an explanation will be included in the written notice. The decision by the College Dean shall be final, but does not preclude existing independent avenues of appeal (e.g. Faculty Rights and Responsibilities). The record of this decision, along with supporting documents, shall be submitted to the Office of General Counsel and the Vice President for Research and kept by the Vice President for Research for not less than five (5) years from the date of the resolution of the complaint.
13. After the final decision, all efforts should be made to reconcile the situation within the research group. In the rare case where irreconcilable differences exist even after the resolution, and where the decision is made against the faculty member, it will be the responsibility of the College Dean to find another similar position in the University for the postdoctoral scholar, and, if necessary, to provide bridge funding for this position for up to six (6) months.

POLICY EXCEPTIONS:

This policy applies to all individuals designated as postdoctoral scholars/fellows. In extenuating circumstances, exceptions to this policy may be requested to meet specific training or personnel needs. All such requests will be considered on a case-by-case basis. Any request for an exception must be submitted by the principal investigator or supervising faculty member to the college/unit's Associate Dean for Research and unit Human Resources Office for review and, if appropriate, forwarded to the Director of the Office of Postdoctoral Affairs (OPA) for approval. The Director of the OPA will consult with the Vice President for Research if necessary and notify the college Associate Dean for Research and unit Human Resources Office of the final decision. If the request is denied, there is no further level of appeal and the decision will stand.

HR103 Employment Conditions for Part-Time Employees

PURPOSE:

To outline terms and conditions applicable to part-time employees as defined by [Policy HR06 Appointments](#).

CONDITIONS OF PART-TIME EMPLOYMENT:

Each part-time employee may be eligible for the following benefits and/or those required by federal, state and local laws.

1. [Workers' Compensation insurance](#).
2. **Unemployment Compensation insurance**.
3. **Retirement Plan** - subject to the regulations governing membership in a University retirement plan. <http://ohr.psu.edu/benefits/retirement/>
4. **Tax-deferred Annuity** - Employees may elect to participate in a University tax-deferred annuity plan. Such deduction shall be based on a percentage of salary (up to the legal limits) and shall be taken only if sufficient salary remains to cover taxes, fees, or other required deductions.
5. **Overtime** – Employees may be entitled to overtime as is defined by the Fair Labor Standards Act. http://www.dol.gov/WHD/overtime_pay.htm.
6. **Family and Medical Leave**- In accordance with the Federal Family and Medical Leave Act of 1993 (FMLA), qualifying employees may be eligible for a total of 12 work weeks of unpaid leave (26 weeks for military caregiver leave) during any consecutive 12-month period for qualifying reasons. For more information regarding FMLA please see <https://www.dol.gov/whd/fmla/>.
7. **Healthcare Benefits** – In accordance with the Patient Protection and Affordable Care Act, qualifying employees may be eligible for an offering of University sponsored healthcare. For more information please see <http://ohr.psu.edu/benefits/health-care-reform/>.
8. **Shift Premium** – Part-time employees who are non-exempt may be eligible for a shift premium. Additional information on shift premium rates and eligibility can be found at <https://policyedit.libraries.psu.edu/part-time-non-exempt-employee-shift-premium>.

NOTE: Part-time employees who obtained healthcare, earned time, and holiday time benefits under former policy HR05 prior to December 31, 2014 may continue to be eligible for those benefits provided they continue to meet the [established criteria](#).

HR105 Reduced FTE Schedules

PURPOSE:

To outline expectations for full-time staff employees on a reduced FTE schedule.

DEFINITIONS:

Full-time Equivalency (FTE):

The percentage of full-time (40 hours per work week) effort worked during the standard work week or over the course of a given appointment [for example, 75% full-time equivalency (FTE) equals 30 hours of work per work week, or 40 hours of work per week for 9 months of the year].

Reduced FTE Schedules:

The following options are available for employees working less than 100% FTE:

- Year-round schedules of less than 40 hours per week; (employees must work a minimum of thirty (30) hours per week); or
- Less than 12 months per year; (employees must work a minimum of nine (9) months at forty (40) hours per week).

Examples of 75% or greater FTE schedules include:

1. A position scheduled for 40 hours per week, 10 months a year = 83.3% FTE
2. A position scheduled for 30 hours per week, 12 months a year = 75% FTE
3. A position scheduled for 40 hours per week, 9 months a year = 75% FTE

Positions may be created which are scheduled to work reduced FTE schedules when University business needs dictate. Although the University encourages supervisors to consider all other flexible scheduling options, including use of available paid time off, prior to approving an incumbent employee's request to work a reduced FTE schedule, supervisors may place an employee on a reduced FTE schedule if the incumbent employee voluntarily accepts a reduction in work schedule and salary.

All arrangements require appropriate work unit approvals and in all cases supervisors are responsible to ensure that University business needs are efficiently and effectively met. The University may increase a reduced FTE schedule at its sole discretion. Supervisors should provide employees with as much notice as possible when increasing an employee's FTE.

All full-time employees on reduced FTE schedules must maintain a minimum of 75% FTE annually to remain in full-time status with the University.

SETTING SALARY RATES:

The salary of each full-time employee on a reduced FTE schedule is prorated based on the employee's FTE.

For example, if the 100% FTE salary is \$30,000, then the annual 75% FTE salary would be: $\$30,000 \times .75 = \$22,500$.

PAYMENT FREQUENCY:

Employees on a reduced FTE schedule are paid monthly, during months in which they work. Employees who are not scheduled to work twelve months will not receive pay during the months in which they do not work.

BENEFITS:

Employees on a reduced FTE schedule are eligible for all full-time benefits. Insurance rates are calculated on the same basis as all other full-time employees.

Employees who work a reduced schedule year round will have deductions for insurance benefits elected taken from each paycheck monthly. Employees who work fewer than twelve (12) months per year will have deductions for elected benefits taken from each paycheck during months in which they work and earn enough to cover deductions. Employees will be billed at the employee rate for elected benefits during months in which their pay is not enough to cover the deduction or during months in which they receive no pay.

If an employee chooses to discontinue medical coverage during months not worked, the employee and dependents must wait until the University's annual open enrollment to elect coverage to be effective the following benefit year. Employees hired prior to January 1, 2010 who elect not to participate in medical coverage during the months not worked, may adversely affect their ability to retire with health benefits as outlined in [HR54](#) Continuation of Group Insurance After Age 60, Age 65, and After Retirement or Death.

RETIREMENT CONTRIBUTIONS:

Retirement contributions are made during months paid, but are not made during months not paid, except that members of TIAA may make private contributions at any time.

For employees enrolled in the State Employee Retirement System (SERS), reduced annual FTE will be reported to SERS. Employees should contact the SERS office to find out how this impacts their retirement calculations.

EDUCATIONAL PRIVILEGES:

Employees on a reduced FTE schedule are eligible for educational grant-in-aid for themselves and their dependents as provided by policies HR36 and HR37 during the entire year regardless of schedule. Employees on months off schedules are eligible for educational grant-in-aid for themselves and their dependents during periods of no pay related to their schedule. Educational privilege eligibility during other periods of leave without pay are handled in accordance with the appropriate leave policies and practices.

VACATION AND SICK LEAVE:

Employees appointed to positions with reduced FTE schedule accrue vacation and sick leave on a monthly basis, however, monthly vacation and sick leave accruals and maximum balances outlined in HR34 Employment Conditions for Staff Employees will be prorated based on the employee's annual FTE. Examples:

1. Employee working 40 hours per week, ten months per year, September 1 through June 30 (83.3% annual FTE), earns 83.3% of accrual rates for vacation and sick leave during each of the twelve months (July through June).
2. Employee working 40 hours per week, nine months per year, August 16 through May 15 (75% annual FTE), earns 75% of accrual rates for vacation and sick leave during each of the twelve months (July through June).
3. Employee working 30 hours per week, twelve months per year earns vacation and sick leave based on 75% annual FTE during each of the twelve months (July through June).

The maximum vacation accruals outlined in HR34 are prorated based on the employee's annual FTE. Employees on a reduced FTE schedule who meet the eligibility requirements under HR34 for payoff for vacation accumulation at the time of separation will be paid out vacation accruals at the time of separation. Payments will not exceed the prorated maximum accrual amount.

Employees who are retirement eligible are entitled to a payout of their sick accruals in accordance with HR34. Such payouts are prorated based on the employee's annual FTE.

HOLIDAYS:

Employees on reduced FTE schedules receive benefits for holidays in accordance with HR34. Holiday time for employees on a reduced FTE schedule is prorated based on the employee's annual FTE.

If a holiday falls at a time when the employee is not scheduled to work, then the employee will earn holiday compensatory time. Employees must request holiday compensatory time for holidays which occur during their months off upon their return to work.

If a holiday falls during a time when the employee is scheduled to work more hours than the prorated holiday benefit, then the employee will be required to charge accrued holiday compensatory time, personal holiday, or vacation time to supplement the holiday benefit. Holiday compensatory time should be scheduled in advance like vacation and used prior to vacation time.

Example:

An employee working 40 hours per week September through May, and not working in June, July and August (75% annual FTE) receives 6 hours of holiday time for all of the University holidays. Therefore, this employee accrues 6 hours of holiday compensatory time for the July 4th holiday; would use 2 hours of holiday compensatory, personal holiday, or vacation time per holiday to augment the holiday benefit time on the Labor Day, Thanksgiving, and December/January holidays; and the Memorial Day holiday.

Paid Sick Leave for Exempt Staff Who Began Exempt Employment Prior To October 1, 1992

An employee is entitled to leave with pay, as needed for an absence due to illness or injury, not to exceed the limits of the following schedule.

Length of Continuous Regular University Service at Beginning of Absence	Allowance for Each Absence
Less than 2 years	20 days
More than 2, but less than 5 years	40 days
More than 5, but less than 10 years	60 days
More than 10 years	120 days
More than 15 years	At the discretion of the dean or administrative officer, but not less than 120 days

Only days on which the employee normally would have worked are charged against sick leave limits. If an employee returns to active employment, and within sixty calendar days returns to leave with pay status for the same illness or injury, the amount of time charged to leave with pay for the previous absence shall be counted against the allowance for the subsequent absence when determining the new allowance.

If an employee's absence continues beyond the appropriate paid sick leave allowance, the employee, at the employee's option, shall either charge additional absence to accumulated vacation or request a leave of absence without salary. ([See HR-16](#)). A salary deduction shall not be made for absence in excess of the appropriate paid sick leave allowance or accumulated vacation if such absence is for less than one day.

An employee who retires on a pension who is eligible for continuation of insurance into retirement shall receive one-fourth (1/4) the cash value of the employee's unused sick leave; provided, however, such payment shall not exceed an amount equal to a) twelve and one-half (12 1/2) days of pay or b) seventeen (17) days of pay if the employee's use in the preceding twelve (12) months has not exceeded twenty-five percent (25%) of the paid sick leave allowance. The cash equivalent of the unused sick leave days is computed by multiplying the number of unused sick leave days by the daily rate published in Appendix 19 of the *General Forms Usage Guide*.

TAB F

University Retirement Policies

**THE PENNSYLVANIA STATE UNIVERSITY
RETIREMENT PLANS**

Virtually all faculty and staff members participate in one of two retirement programs at Penn State University -- the State Employees' Retirement System (SERS) and the Teachers Insurance and Annuity Association-College Retirement and Equity Fund (TIAA). A small number of employees (less than one percent) participate in the Federal Civil Service Retirement System and the Public School Employees' Retirement System (PSERS). Membership in the federal plan is required for those few positions funded wholly by federal funds.

Currently, there are 21,154 faculty and staff members participating in one of the four programs. A breakdown of participation is as follows:

As of November 2020:

SERS	6,635
TIAA	14,44
Federal Retirement	1
PSERS	474

The employee contribution rate for SERS is 6.25% and TIAA is 5.00% of gross salary. EFFECTIVE JULY 1, 2020, the University contributes 36.84% for the majority of the current members of SERS and 9.29% to TIAA.

These contribution rates -- both for the employee and for the employer are determined by the Commonwealth.

Election of a retirement system is mandatory for all full-time faculty and staff members. In addition, State law requires participation for part-time faculty and staff upon the completion of 750 hours of employment in a calendar year. The retirement systems are not integrated with the Federal social security benefits and the retirement benefit is in addition to the benefit provided by social security.

The SERS plan is available to faculty and staff members of the University and agencies of the Commonwealth of Pennsylvania. SERS provides a fixed dollar annuity with benefits determined by length of service and average salary for the three highest years of earnings. SERS retirement is calculated on a formula basis. The formula is either 2.0% or 2.5% times the number of years and months of retirement credit, times the average of the highest three years of earnings. There are a variety of retirement options available under the plan.

In 1974, the Commonwealth enacted legislation that enabled Penn State to offer TIAA as an alternate retirement plan. TIAA and CREF are nonprofit insurance and annuity companies, whose membership is limited exclusively to employees of colleges and universities and to employees of any other not for profit institutions. TIAA is a legal reserve life insurance and annuity company and returns a fixed annuity. Its companion, CREF, was established to provide benefits based on variable investments, primarily in the equities and bond markets. Retirement income from membership in TIAA is determined by the amount of money that has been contributed to the account by the faculty of staff member and the University, the age at retirement, and the performance of the TIAA investments. There are a number of retirement options available through TIAA at time of retirement.

TAB G

Tuition Grant-in-Aid

HR36: Educational Privileges for Faculty, Staff, and Retirees

PURPOSE:

To provide faculty, staff, and retirees the opportunity to advance their education by taking University courses at reduced fees.

EMPLOYEE ELIGIBILITY:

The following categories are eligible for educational privileges:

- a.** A regular employee during active periods of employment and certain inactive periods of employment. See [HR16](#), [HR19](#), [HR34](#), [HR88](#), and [HRG11](#) for eligibility of regular employees during inactive periods of employment.
- b.** A faculty or exempt staff member appointed on a full-time Fixed-Term II, or full-time, faculty Visiting Appointment for at least one semester or summer session, during any time covered by that appointment which encompasses both the beginning and end of a semester or summer session.
- c.** A member of the armed services who is on the staff of the Department of
 - 1. Military Science
 - 2. Air Force Aerospace Studies
 - 3. Naval Science
- d.** A retired employee, provided the retiree meets the requirements for the continuation of benefits after retirement.

SERVICE REQUIREMENT:

Educational privileges are available for any semester or summer session in which classes begin on or after the faculty or staff member's date of full-time, regular employment.

Employees are not eligible for educational privileges for any semester or summer session in which classes begin after the employee's final day of full time, regular employment status. These limits do not apply to an eligible retiree as indicated in "d" in the section above.

WHERE COURSES ARE OFFERED:

Eligibility for University educational privileges for an employee applies at all University locations.

LIMITATIONS:

The educational privileges apply to all resident instruction and continuing education credit courses except the professional curriculum such as those offered at the College of Medicine at The Milton S. Hershey Medical Center, the Smeal College of Business Administration Executive MBA Program, Dickinson Law and Penn State

Law. Educational privileges do not apply at summer camps or workshops operated by the University unless University credit is given and regular tuition is charged.

REQUIRED APPROVAL:

Permission for a regular employee to schedule courses is a special arrangement and privilege, and should not be considered as a right. It is granted only when the supervisor believes that the scheduling of courses will not interfere with the efficient operation of the employee's regular University duties.

CREDIT LIMITS - 12-MONTH EMPLOYEES:

Scheduling of classes by a regular employee on a twelve-month-service basis (including an academic employee), either for credit or to audit, is limited to sixteen (16) credits per academic year beginning with the summer session.

An employee (other than academic) can schedule up to a full schedule of credits during a semester or summer session that the employee is not working, provided that the employee is on vacation or layoff during the entire period of that academic session.

CREDIT LIMITS - TWO-SEMESTER EMPLOYEE

Scheduling of classes by a regular employee on a two-semester-service basis (including an academic employee), either for credit or to audit, is limited to twelve (12) credits during the two semesters in which the employee has worked within the academic year.

A two-semester-service basis employee can schedule up to a full schedule of credits during the summer session the employee is not working, provided the employee continues to receive payments on the salary payroll.

GRADUATE DEGREE LIMITATION:

No academic employee above the rank of Instructor, Research Assistant, or equivalent may receive from the University the Master's Degree or the Doctor's Degree in any graduate program where the faculty member has membership, teaches courses, serves on Master's or Doctoral Committees, or has other supervisory responsibilities which might give rise to conflicts of interest. The faculty member should inform his/her department head of his/her intention to pursue an advanced degree.

COUNTY AGENTS, HOME ECONOMICS EXTENSION PERSONNEL, CERTAIN CONTINUING EDUCATION PERSONNEL:

A County Agricultural Agent or Home Economics Extension Representative (including those at the Assistant and Associate ranks), and certain Continuing Education personnel with the job titles of Assistant Director for Continuing Education, Area Director, or Area Representative, including Coordinators and Specialists in various subject matters or program areas, can schedule up to a full schedule of credits during a semester or summer session that the employee is not working, provided that the employee is on vacation, layoff, or leave of absence during the entire period of that academic session.

AMOUNT OF FEE REDUCTION:

The educational privileges include a reduction of 75% of the tuition payable per credit.

OTHER LIMITATIONS:

The educational privilege is a generous benefit provided to employees and additional Penn State funds should not be used to supplement the educational privilege benefit. Therefore, those receiving educational privileges are not eligible for University scholarships and also may not receive funding from other University sources (general, restricted or unrestricted miscellaneous funds), with the exception of endowed funds specifically established for the benefit of employees.

Note that [HR38 - University Courses for Training Faculty and Staff](#) covers situations where the department wants an employee to take a course as professional development. General funds may be used in these situations, but the department must pay 100% of the cost and the educational privilege (employee grant-in-aid) does not apply. Departments are not permitted to ask employees to enroll using the educational privilege, and then to reimburse the employee for the 25% of tuition not covered.

If additional support is provided through an endowed fund specifically established for the benefit of employees, the award to the employee must be posted in the LionPATH system for all credit courses - no direct reimbursement to the employee is permitted. In addition, the application of these funds may only be used to cover remaining tuition - no refunds to employees may result from the application of these funds. All awards to employees must meet the eligibility requirement of the endowment and those receiving the funding must be approved by the budget executive for the unit as well as for the budget executive for the employee's home budget, if not the same as the budget executive for the endowment.

HR37 Grant-in-Aid for Dependents

PURPOSE:

To provide dependents of full-time employees, retirees, and those with emeritus status, the opportunity to take University courses at reduced fees.

AMOUNT OF UNIVERSITY GRANT-IN-AID:

Regular tuition will be assessed for each dependent. A dependent is eligible for University Grant-in-Aid tuition discount provided application is made by a full-time employee or retiree, or in the case the full-time employee is deceased, the person authorized to act for the dependent. The amount of the Grant-in-Aid would result in out-of-pocket costs for employees to be 25% of the effective in-state tuition rate (excluding other student fees).

NOTE: Tuition reduction for a spouse taking graduate level classes may be subject to taxes. Please contact the [Payroll Office](#) for tax information.

AMOUNT OF FEE REDUCTION:

The educational privilege is a reduction of 75% of the tuition payable per credit.

ELIGIBLE EMPLOYEES:

Dependents of the following employees are eligible for University Grant-in-Aid:

1. Full-time employees during active periods of employment and certain inactive periods of employment. See University policies [HR16 Leave of Absence without Salary \(other than for Extended Active Military Service\)](#), [HR19 Leave of Absence for Active Military Service or Training](#), [HR34 Employment Conditions for Staff Employees](#), [HR105 Reduced FTE Schedules](#), and [HRG11 Family and Medical Leave](#) for eligibility during inactive periods of employment.
2. A member of the armed services who is on the staff of the Department of:
 - Military Science
 - Air Force Aerospace Studies
 - Naval Science
3. A retired employee provided the retiree meets the requirements for the continuation of benefits after retirement (see University policy [HR54 Continuation of Group Insurance after Age 60, Age 65, and after Retirement or Death](#)) and those with emeritus status under University policy [AC25 Emeritus Status](#).

Note: Technical-service employees covered by the collective bargaining agreement between the University and Teamsters Local Union No. 8 are eligible for the [Grant-in-Aid provisions that were in effect on January 1, 2018](#), as specified in Article XXXVI of the collective bargaining agreement. Such employees are not eligible for the Grant-in-Aid provisions outlined in this policy.

ACTIVE PERIODS OF EMPLOYMENT:

The Grant-in-Aid for a dependent child or spouse is available for any semester or summer session in which classes begin on or after the employee's date of full-time employment. If the employee becomes ineligible for

the tuition discount due to changes in appointment status or employment status after the beginning of a semester, the dependent shall continue to receive the discount through that current semester only.

Dependents are not eligible for Grant-in-Aid for any semester or summer session in which classes begin after the employee's final day of employment. These limits do not apply to an eligible retiree as indicated in "3" in the section above. At such time that a dependent becomes ineligible for benefits, it is the responsibility of the employee to notify HR Services at 814-865-1473 immediately.

ELIGIBLE DEPENDENTS:

The following dependents of eligible full-time employees and retirees are entitled to University Grant-in-Aid tuition discount:

- A spouse (unless appointed as a graduate assistant, graduate fellow, or non-stipend scholar);
- Children up to age 26 (regardless of whether they qualify as the employee's tax dependent, are a full-time student, or are married) until they attain their first Penn State bachelor's degree. *The discount applies to undergraduate credits only; the student cannot be enrolled in a master's level or higher-level program.*

An eligible child is defined as: a biological child, a step-child, or a legally adopted child, or a child for whom the employee is the legal guardian.

Dependents who are eligible for the educational privileges provided by University policy [HR36 Educational Privileges for Faculty, Staff, and Retirees](#) are not eligible for the Grant-in-Aid provisions of this policy.

APPLYING FOR GRANT-IN-AID:

Employees and retirees seeking Grant-in-Aid for an eligible dependent must initiate the request for each dependent using the appropriate form as outlined in the [Application Procedure](#) for Grant-in-Aid. Grant-in-Aid requests must be made in accordance with the current Application Procedure for dependent Grant-in-Aid in order to be valid. A separate Grant-in-Aid request must be made on behalf of each dependent for each new semester or summer session. Grant-in-Aid requests made after the deadlines outlined in the Application Procedure for dependent Grant-in-Aid will not be retroactively applied and the student will be responsible for the full cost of tuition in accordance with the policies of the University Bursar.

WHERE COURSES ARE OFFERED:

Eligibility for a University Grant-in-Aid applies at all University locations, including World Campus and the Pennsylvania College of Technology and is subject to the following limitations:

LIMITATIONS:

- a. Any dependent of an executive, administrator, academic administrator, academic, staff employee or retiree who has already been approved for the tuition discount and is beyond the age of 26 as of July 1, 2015, will remain on the tuition discount until they attain their first Penn State bachelor's degree, as long as they do not have two consecutive semesters of non-registration. After two consecutive semesters (excluding summer) of non-registered status, the tuition discount will be permanently discontinued.

- b. Any dependent of a technical-service employee who has already been approved for the tuition discount and is beyond the age of 26 as of January 1, 2018, will remain on the tuition discount until they attain their first Penn State bachelor's degree, as long as they do not have two consecutive semesters of non-registration. After two consecutive semesters (excluding summer) of non-registered status, the tuition discount will be permanently discontinued.
- c. A dependent who reaches the maximum age of 26 will continue receiving the tuition discount until they attain their first Penn State bachelor's degree, as long as the original approval for the tuition discount was prior to the dependent reaching age 26 and the dependent has not had two consecutive semesters of non-registration after reaching age 26. After two consecutive semesters (excluding summer) of non-registered status, the tuition discount will be permanently discontinued.
- d. If a dependent who meets the criteria outlined in "c" has a serious illness or accident, that prevents them from being enrolled for more than two consecutive semesters, upon re-enrollment to the University, the dependent will be eligible to continue to receive the tuition discount. The dependent will continue eligibility for the tuition discount until they attain their first Penn State bachelor's degree, as long as they do not have an additional two consecutive semesters of non-registration. After two consecutive semesters (excluding summer) of non-registered status, the tuition discount will be permanently discontinued.
- e. If the dependent is an active or honorably-discharged member of the armed services, the dependent will be eligible for the tuition discount beyond the age of 26 with proof of military service. The tuition discount will apply until they attain their first Penn State bachelor's degree; after two consecutive semesters (excluding summer) of non-registered status, the tuition discount will be permanently discontinued, unless recall to active service prevents consecutive semesters of registration
- f. The Grant-in-Aid applies to all resident instruction and continuing education credit courses except for professional curriculum such as those offered at the College of Medicine at The Milton S. Hershey Medical Center, the Smeal College of Business Administration Executive MBA Program, Dickinson Law and Penn State Law. It does not apply at summer camps or workshops operated by the University unless University credit is given and regular tuition is charged. The Grant-in-Aid for an eligible child applies only for non-master's level program classes, excluding those outlined above.
- g. When more than one parent is employed by the University, or holds Emeritus Status, the Grant-in-Aid for a dependent is available to only one parent.

DEPENDENT OF A DECEASED FACULTY OR STAFF MEMBER:

Eligible dependent children or a spouse of a full-time employee who becomes deceased as an active employee, are eligible for the Grant-in-Aid tuition discount according to the years of service outlined below.

Eligible Dependent Children and Spouses:

- Employee with 0-5 years of full-time, continuous service = 2 semesters
- Employee with 5-10 years of full-time, continuous service = 4 semesters
- Employee with 10 years or more of full-time, continuous service = 8 semesters
- Dependent must be enrolled within the number of years equal to the employee's years of service
- All other dependent eligibility rules apply

To initiate the Grant-in-Aid application in this circumstance, please contact HR Services at 814-865-1473.

TAB H

2019-20 Travel Expenditures

**The Pennsylvania State University
2019-2020 Actual Travel Expense as a
Percent of Total Operating Expenditures**

	Operating Expenditures	Travel Expense	Travel as a Percent of Total Expense
General Funds *	\$2,741,608,407	\$27,892,222	1.02%

* Excludes Pennsylvania College of Technology

**2019-2020 Actual Travel Expenditures
Total University**

General Funds

University Park Colleges

Agricultural Sciences	1,464,085
Arts & Architecture	590,447
Business - Smeal College	947,233
Communications	316,342
Earth & Mineral Sciences	607,824
Education	425,600
Engineering	1,473,635
Health & Human Development	892,144
Information Sciences & Technology	196,227
International Affairs - School	81,437
Liberal Arts	2,280,375
Nursing	114,507
Science - Eberly College	1,228,567
Total University Park Colleges	10,618,423

Support Units

Global Programs - Univ Office	165,781
Graduate School	183,018
Enterprise Information Tech	471,980
Research	792,410
Schreyer Honors College	22,443
Undergraduate Education	580,793
University Libraries	325,520
University Outreach	1,379,739
Athletics Rec Services & Support	77,701
Campus Recreation	282,813
Development & Alumni Relations	1,315,023
Educational Equity	60,383
Finance & Business	2,322,381
Finance & Business - Housing & Foods	
Finance & Business - Physical Plant	248,656
General & Academic Administration	500,682
Intercollegiate Athletics	
Student Affairs	379,216
Strategic Communications	48,299
Total Support Units	9,156,838

**2019-2020 Actual Travel Expenditures
Total University**

General Funds

Commonwealth Campuses

Abington	602,153
Altoona	591,617
Beaver	191,462
Berks	253,289
Brandywine	265,073
DuBois	148,095
Erie - Behrend	906,229
Fayette - Eberly	163,518
Greater Allegheny	214,906
Harrisburg	705,893
Hazleton	243,868
Lehigh Valley	235,861
Mont Alto	260,455
New Kensington	138,814
Schuylkill	228,587
Scranton	268,700
Shenango	89,469
Wilkes-Barre	83,006
York	140,557
VP for Commonwealth Campuses	79,159
Total Commonwealth Campuses	5,810,711
Great Valley	124,988
Total Univ. Less Law, HY & Penn College	25,710,960
Penn State Law	431,073
Dickinson School of Law	173,246
College of Medicine	1,576,943
Total University Less Penn College	27,892,222