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## EMPLOYEE SERVICES

Published on *University of Colorado* (<http://www.cu.edu>)

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# Termination of 9-pay-12 Contracts

Through this guide, you'll learn the two-part process of terminating contract-pay faculty on 9-pay-12 contracts who terminate during the course of their contracts.

The contract pay must be adjusted because the employee will not be working for the full contract period and should not receive the full contract pay amount. Also, the termination must be recorded.

This guide also provides information for contract-pay faculty on 9-pay-12 contracts who terminate at the end of spring semester.

Note: The screen shots used in this guide may not be representative of your access.

### Files:

 [termination-9-pay-12-contract.pdf](#)<sup>[1]</sup>

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**Source URL:** <http://www.cu.edu/employee-services/policies/termination-9-pay-12-contracts>

### Links:

[1] <http://www.cu.edu/sites/default/files/policies/1589-termination-9-pay-12-contracts/files/termination-9-pay-12-contract.pdf>