

Novel Coronavirus (Covid-19) Step II Extensions Q&A

- Who is eligible for the Covid-19 extension?
 - Extension academic staff members in the Step system as of August 15, 2020 with Step II portfolios scheduled for review in 2022 or later receives the automatic one-year extension.
 - If a staff member has completed the first, three-year portfolio review during 2021 or earlier, only the final, six-year portfolio will be extended.
 - When a staff member's first, three-year portfolio review is extended, the final, six-year portfolio will also be extended by one year.
 - The one-year extension does not apply to Extension academic staff members submitting a final, six-year portfolio review in 2021 or earlier or those hired August 16, 2020 or later.
 - See table for additional details.
- Can I waive the extension for my first, three-year portfolio review but maintain the final, six-year review timeline?
 - The deadline for submitting the six-year portfolio for review will be extended by one-year, however, a staff member may submit their final portfolio for early review as denoted by direction provided in the [Step Process Guidelines](#) or by following the extension waiver process below.
- What if I would like to submit my portfolio for review during my originally scheduled time?
 - Any staff member who would like to waive the extension can do so by following the extension waiver process below.
 - A staff member who waives the extension is bound by the outcome of the portfolio review as defined by the [Step Process Guidelines](#).
- How do I waive the automatic Covid extension for my Step II?
 - The eligible staff member provides an email request before June 1st of the year prior to the original portfolio submission date (see table), to their Institute Leadership (IL), District Director (DD, if applicable), and msue.hr@msu.edu. The employee will be notified upon approval of the request.
- Can I withdraw an extension waiver request after it is submitted?
 - An extension waiver request can be withdrawn by the requesting employee up to the time the approval of the request is sent to the employee.
 - If an extension waiver request has been approved, and the employee wishes to delay their portfolio review, a written request denoting the reasons for reverting to the COVID extended portfolio review date must be sent to their Institute Leadership (IL), District Director (DD, if applicable), and msue.hr@msu.edu no later than August 1st prior to the original portfolio review date. The employee will be notified upon approval of the request.

Covid Step II Extension Table

*Academic Hire Date	Original Step II - 3-Year Date	Original Step II - 6-Year Date	COVID 3-year extended date	To waive extension for 3-year portfolio, request is due before June 1st	COVID 6-year extended date	**To waive extension for Final/6-year portfolio, request is due before June 1st
7/1/2013 - 6/30/2014	2018	2021	n/a	n/a	n/a	n/a
7/1/2014 - 6/30/2015	2019	2022	n/a	n/a	2023	2021
7/1/2015 - 6/30/2016	2020	2023	n/a	n/a	2024	2022
7/1/2016 - 6/30/2017	2021	2024	n/a	n/a	2025	2023
7/1/2017 - 6/30/2018	2022	2025	2023	2021	2026	2024
7/1/2018 - 6/30/2019	2023	2026	2024	2022	2027	2025
7/1/2019 - 6/30/2020	2024	2027	2025	2023	2028	2026
7/1/2020 - 8/15/2020	2025	2028	2026	2024	2029	2027
8/16/2020 - 6/30/2021	2025	2028	n/a	n/a	n/a	n/a

*In very limited circumstances, this date may not align with an individual's original Step II submission dates. Questions regarding this can be directed to Institute Leadership or Extension HR.

**Or a staff member may submit their final portfolio for early review as denoted by direction provided in the [Step Process Guidelines](#).