

Office of Record: Business and Administrative Services
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Summer Salary and Supplemental Compensation Policy

Introduction and Definitions

Salary paid to regular, full-time faculty and non-faculty exempt (NFE) employees is intended as full compensation for job activities performed for the University. However, from time to time, faculty and/or NFE employees may be requested to provide services for other departments or organizations within the University, to perform duties that are substantially outside the scope of the individual's position and/or to teach courses above and beyond the normal workload requirement (overload). In such instances, the individual may be eligible to receive supplemental compensation for those duties. Performance of any work outside the individual's home department or organization is subject to the approval of the dean or director of the home department or organization before work commences.

"Institutional Base Salary" is the current annual salary of the employee as it appears on the contract received and accepted by the employee.

"Supplemental Pay" is defined as compensation in excess of a faculty or NFE employee's annual contract salary for temporary increases in responsibility and/or for extra duties beyond the scope of the employee's contract/appointment during the contract period.

"Summer Salary" is any earnings paid through Dakota State University for work performed by a less-than-12-month faculty/NFE during the period of time in which they are not under contract. Example: Prof. John Doe is on a 9-month faculty contract during the period of August 22 – May 21. He would be eligible to receive summer salary for work performed for the University during the period of May 22 through August 21.

"Effort Reporting" is a federally mandated process by which salary charged to an externally sponsored project (grant or contract) is certified as being reasonable in relation to the effort expended on the project, expressed as a percentage of the individual's total pay.

Faculty Guidelines:

Summer teaching salary and overload determination and compensation are governed by DSU Policy 02-46-00 Faculty Workload and by the collective bargaining agreement between the SDBOR and COHE.

Supplemental Pay:

In order to charge supplemental pay to any sponsored project, the work performed must:

- Be across Departmental/College lines
- Be outside the scope of the employee's regular appointment
- Be short term in nature

- Be specified in the sponsored agreement or approved in writing by an authorized representative of the sponsoring agency (for federal projects, this would be the sponsoring agency's Grants Management Officer). This requirement is consistent with the Federal Office of Management and Budget's Code of Federal Regulations or 2 CFR 220 (Circular A-21), and
- Not conflict with the faculty member's regular University duties and assignments.

Limitations to Supplemental Pay during the contract period:

- For faculty, the maximum supplemental pay that may be earned and received during their contract period cannot exceed 20% of his or her institutional base salary for that contract period.
- The limit is inclusive of overload teaching assignments, temporary research projects, and any other temporary services provided to the university and for which additional compensation is given, when those temporary duties are outside the scope of the individual's position.
- Exceptions to the 20% limit on contract period supplemental pay must be communicated to the appropriate Vice President and approved by the Vice President's Council.

Summer Salary:

Faculty whose contracts are for less than 12 months are eligible to receive pay for services provided to the University during their 'off contract' period (commonly referred to as Summer Salary).

Limitations to Summer Pay:

- During the summer, a 9-month faculty member may earn and be paid no more than 33.33% of his or her 9-month institutional base salary from all sources of funds. Any exceptions to this must be communicated to the appropriate Vice President and approved by the Vice President's Council.
- Payment and effort must be consistent with DSU's workload policy and the faculty collective bargaining agreement. It must also be consistent with the policies of the funding agency, if any part of summer pay is from a sponsored project. Some funding agencies may impose more restrictive guidelines regarding summer pay; the awarding documents/funding agency regulations are the ultimate authority on allowable expenses.
- Faculty members are limited to 90% effort on sponsored grants/contract during the summer period (May 22 – August 21). This limit, based on federal audit findings, reserves time during the period for other activities such as teaching, service, proposal writing/submitting, or time off for personal activities. Effort may need to be further limited, depending on a faculty member's summer responsibilities beyond the activities funded by the grant/contract. However, the faculty member is eligible to receive payment for University-sponsored activities, such as teaching, during that same period, as long as the payment for those University-sponsored activities plus sponsored grants/contract effort does not exceed 100%.
- Payment for research or other work on sponsored grants/contracts and payment for University-sponsored activities must be made in the pay period for which the effort is expended. Effort committed and expended on sponsored projects will need to be certified via the On-Line Effort Certification System per BOR Policy 5:24.

Non-Faculty Exempt (NFE) Staff Guidelines:

Supplemental Pay:

In order to charge supplemental pay to any sponsored project, the work performed must:

- Be across Departmental/College Lines,
- Be outside the scope of the employee's regular appointment,
- Be short term in nature,
- Be specified in the sponsored agreement or approved in writing by an authorized representative of the sponsoring agency (for federal projects, this would be the sponsoring agency's Grants Management Officer). This requirement is consistent with the Federal Office of Management and Budget's Code of Federal Regulations or 2 CFR 220 (Circular A-21), and
- Not conflict with the staff member's regular University duties and assignments.

Limitations to Supplemental Pay during the contract period:

- For NFE employees, the maximum supplemental pay that may be earned and received during their contract period cannot exceed 20% of their institutional base salary for that contract period.
- The limit is inclusive of overload teaching assignments, temporary research projects, and any other temporary services provided to the university and for which additional compensation is given, when those temporary duties are outside the scope of the individual's position.
- Exceptions to the 20% limit on contract period supplemental pay must be communicated to the appropriate Vice President and approved by the Vice President's Council.

Summer Salary:

NFE employees with a contract of less-than-12-months are also eligible to receive pay for services provided to the University during their 'off contract' period (commonly referred to as Summer Salary).

Limitations to Summer Pay:

- During the summer, an NFE employee may earn and be paid no more than a total of 1/X (X= term of contract period) of his or her institutional base salary from all sources of funds. Any exceptions to this must be communicated to the appropriate Vice President and approved by the Vice President's Council.
- Payment and effort must be consistent with DSU policies and procedures. It must also be consistent with the policies of the funding agency, if any part of summer pay is from a sponsored project. Some funding agencies may impose more restrictive guidelines regarding summer pay; the awarding documents/funding agency regulations are the ultimate authority on allowable expenses.
- NFE employees are limited to 90% effort on sponsored grants/contract during the period when they are not under contract with the University. This limit reserves time during the period for other activities such as teaching, service, proposal writing/submitting, or time off for personal activities. Effort may need to be further limited, depending on an NFE employee's summer responsibilities beyond the activities funded by the grant/contract. However, the NFE employee is eligible to receive payment for University-sponsored activities, such as teaching, during that

same period, as long as the payment for those University-sponsored activities plus sponsored grants/contract effort does not exceed 100%.

- Payment for services of research or other work on sponsored grants/contracts and payment for University-sponsored activities must be made in the pay period for which the effort is expended. Effort committed and expended on sponsored projects will need to be certified via the On-Line Effort Certification System per BOR Policy 5:24.

Non-exempt employees (CSA -not exempt from overtime) are not generally eligible for Supplemental Compensation as they receive overtime pay or compensatory time off for additional work performed. Exceptions to this would be communicated to the appropriate Vice President and approved by the Vice President's Council.