

2018 Summer Compensation Guidelines for Academic Appointees

This document outlines the basic limitations on summer salary compensation for academic year and fiscal year academic appointees in 2018. The monthly maximum compensation percentages for academic year appointees shown in the table on page 2 have been adjusted to conform to the number of working days available according to the academic year calendars for 2017-2018 and 2018-2019.

2018 Service Period = Any 57 working days from **June 18, 2018 to September 21, 2018**

Eligibility

Eligibility to earn summer salary at the 1/9 rate is restricted to academic year appointees per APM 600-14.b. Academic year appointees may earn a maximum of 3/9, or 1/3 of their nine-month annual salary rate, as additional compensation.

Salary Rate and Pay Basis

Summer additional compensation is computed using an annual rate equivalent to the appointee's regular annual base salary (scale rate + off scale). The monthly rate will differ depending on the faculty member's primary title and pay basis.

Academic Year Appointees

Appointees in academic year titles are paid on a 9/12 basis. This means they are paid over 12 months for service performed over 9 months (Fall, Winter, and Spring quarters). The summer service period, which begins after the last working day of Spring quarter and ends prior to the first working day of Fall quarter, is available for earning summer salary.

The three-month summer service period is considered to be 57 days long, which is similar to the number of service days in each of the other three quarters. Additional calendar days (exceeding 57) in the summer service period are considered "intercession periods" during which an appointee is expected to perform duties as necessary to fulfill commitments to the University and to sponsoring agencies. No additional compensation is allowed during intercession periods.

When using the monthly rate, each month of the summer service period is equal to 19 days or 1/3 of the total 57-day service period. Each 19-day service period worked is compensated by one month's salary using the 1/9 salary rate. Three payments at the 1/9 rate is equivalent to one quarter of salary for the appointee. The maximum 3/9 total includes all UC paid summer compensation for Summer Session teaching, administrative appointments and research ninths.

When a daily rate is used rather than a monthly rate, and during the months of July and/or August, each business day available for service is used, the monthly installment for those months may exceed 1/9 of the annual rate. This is allowable so long as the total compensation for the summer period does not exceed 1/3 of the annual rate and the total service period does not exceed 57 days.

In the situation where the academic year appointee is receiving summer compensation in June, and that individual will receive a salary increase due to a merit, promotion or a range adjustment effective July 1 of the same calendar year, **the June summer compensation is calculated using the June 30th rate** (APM 667-18).

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APM Policy Reference APM 600 – Appendix 1

Month	Date Range	Maximum percentage/working days
June	06/18/18 – 06/30/18	0.5263 / 10 working days
July	07/01/18 – 07/31/18	1.1579 / 22 working days
August	08/01/18 – 08/31/18	1.2105 / 23 working days
September	09/01/18 – 09/21/18	0.7895 / 15 working days

Summer salary compensation must not exceed 3/9 over the summer period from all sources. The combined percentages paid for June and September must not exceed 100% when compensation for both July and August are at 100%.

Fiscal Year Appointees

Appointees in fiscal year titles are paid on a 11/12 basis, which allows for one month of vacation. By exception, these appointees may earn additional compensation during their vacation period in the summer. All fiscal year appointees may receive additional compensation of up to 1/12 of the annual salary for teaching, research, or service performed during vacation. This is effective for appointments made July 1, 2014, or later. Those appointed prior to July 1, 2014, to the Professor, Astronomer or Agronomist series are eligible for payments of up to 1/11 of the annual salary of a fiscal year appointee (*APM 667-18*). The maximum amount of compensation for these appointees is one additional calendar month of employment.

Effective May 2, 2014, approval for additional compensation for fiscal year appointees has been delegated to the Deans. With prior written approval from the Dean, additional compensation may be paid for work performed in lieu of vacation (*APM 600-14c*). An appropriate number of accrued vacation days must be deducted from the appointee’s vacation accrual.

Summer Sessions

Appointees employed 100% of full time in Summer Sessions are not eligible for additional employment during the periods of Summer Sessions service. If an appointment in Summer Sessions is in addition to other summer employment, the total salary for all appointments combined may not exceed a total of 100% of full time nor the maximum of 3/9 of the annual base salary. For fiscal year appointees, payment is in lieu of vacation. All Summer Sessions courses are calculated using the June 30th rate (*APM 661-18b*).

Leaves of Absences During the Summer

It is assumed any individual employed on extramural funds will not be absent from the site of the research program for vacation or other purposes during the period for which summer additional compensation is to be paid, except for periods of approved leaves of absence.

- If the sponsoring agency has given permission for a leave and it is **less than seven (7) calendar days**, follow the departmental procedures for notifying the department chair
- If the absence is **longer than seven (7) calendar days**, a Leave of Absence Form (UPAY 573) must be prepared by the department and forwarded for appropriate approvals

Academic year Faculty Administrators who receive summer compensation for administrative duties during the summer are deemed to be on work status and should abide by the Leave of Absence Policies in place during the Academic Year.

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Represented Instructional Faculty and Graduate Students

Unit 18 appointees (Lecturers and Supervisors of Teacher Education) who earn summer compensation are subject to the 3/9 maximum. Per [Article 23](#) of the MOU, Summer Sessions teaching appointments are not considered part of the regular academic year and do not confer eligibility status for benefits or retirement. Beginning with Summer Session 2012, an NSF will receive the equivalent of one quarter or semester toward continuing appointment eligibility if certain conditions are met. Refer to [Article 23 A.7](#) for the conditions.

All **Unit 18 appointees** who teach in the summer are assigned the Job Code **001550**, regardless of their Job Code during the regular academic year, and they may not be appointed more than 100% in any given month. Unit 18 appointee compensation is subject to [Article 23C](#). Generally, Unit 18 appointees are paid the same percentage of their annual salary (as of June 30th) as the percentage of salary provided to Senate Faculty at UCR. In limited circumstances, exceptions are possible, as outlined in [Article 23 C](#). The rate for Unit 18 Faculty is determined by multiplying the annual June 30th salary by the appointment percentage. Exceptions are possible, as outlined in [Article 24.A.1](#).

Academic Student Employees (ASE: Teaching Assistant, Teaching Fellow, Graduate Student Instructor, Associate-In) who earn summer compensation are not subject to the 3/9 maximum, however they may not be appointed more than 100% in any given month.

- **TAs** are paid an hourly rate per [Article 24.1](#), which is multiplied by the number of hours assigned to the course; the rate for 2018 is **\$31.29** using Job Code **002310**
- **Associate-Ins** are paid a calculated rate (based on the unit value of the course) on the first step on the Associate-In salary scale; for 2018 the annual AY salary is **\$43,277** (new rate effective 10/1/17) using Job Code **001501**
- Contact Summer Sessions for additional information (2-3044)

Policy and Procedural References for all Titles

Summer Compensation Earn Code Mapping Tool for Academic Jobs, is a tool to select the correct Job Code and Earn Code combination for each specific activity and will be provided in a separate document (forthcoming).

[Academic Personnel Manual \(APM\) 600-14](#), Additional Compensation

[Academic Personnel Manual \(APM\) 600, Appendix 1](#), Guidelines for Payment of Additional Compensation to Academic Year Appointees during the Summer

[Academic Personnel Manual \(APM\) 190, Appendix G](#), Retirement Contributions on Academic Appointee Summer Salary

[Unit 18 Contract](#)

[Academic Student Employees Contract](#)

Step by step PayPath Instructions for Summer Compensation – forthcoming

[Summer Salary Academic Process Insert](#)

[NIH Salary Cap Guidelines \(updated April 2018\)](#)

Post-retirement recall for emeriti faculty can be found in the [Retirement Handbook](#).

Please contact the Academic Personnel Office at apomail@ucr.edu if you have any questions.