

# UC Riverside

## Academic Personnel Procedures

### Summer Salary Compensation Guidelines for Academic Appointees

There are significant changes to the Summer Salary Compensation Guidelines for Academic Appointees beginning July 1, 2009. After consultation with the UC campuses, Office of the President has established new DOS Codes that will enable more detailed tracking of summer salary payments. These new title code/activity/DOS Code combinations are effective July 1, 2009. Any summer compensation paid in June, 2009 should use the title code/activity/DOS Code combinations in effect in 2008.

Table 1 *Summer Compensation DOS Code Mapping Tool for Academic Appointments*, is a tool to select the correct title code and DOS code combination for each specific activity. It is found on page 5-6 of these guidelines.

The basic limitations on summer salary compensation for Academic-Year and Fiscal-Year Academic Appointees remain the same.

#### **SUMMER COMPENSATION GUIDELINES FOR ALL FACULTY**

- Summer salary compensation may be paid for employment during the summer service period.
- Summer compensation title codes and DOS codes are based primarily upon the individual's regular appointment/title code, and the type of activity they are performing. Consult *Table 1. Summer Compensation DOS Code Mapping Tool for Academic Appointments*, to select the correct title code and DOS code combination.
- **PPS Appointment Lines:**
  - An additional appointment must be created in the Payroll/Personnel System.
  - More than one appointment may be required for faculty receiving summer salary compensation from more than one department/unit.
  - The appointment line in the Payroll/Personnel System should begin with the first day of the month in which the faculty member will receive summer salary compensation (e.g., June 1) and should end with the last day of the month in which the faculty member will receive summer salary compensation (e.g., September 30).
  - The percentage of the appointment should be left blank.
- **PPS Distribution Lines:**
  - Distribution information differs by appointment type. Please refer to the appointment-specific information below for more directions regarding the distribution line.
  - Refer to the Payroll/Personnel System (PPS) [Guidelines on Summer Salary Compensation](#) for step-by-step instructions on the PPS processing of summer salary and additional compensation for ladder-rank faculty.

## **ACADEMIC-YEAR LADDER-RANK FACULTY**

- Ladder-rank faculty may be compensated up to a maximum of three-ninths, or one-third of the individual's academic-year annual salary rate for activities assigned during the summer.
- The maximum three-ninths total includes all UC paid summer compensation for summer session teaching, administrative appointments and research ninths.
- Prior to paying summer salary compensation, care must be taken by the department to ensure that previously paid or scheduled summer salary compensation does not put the ladder-rank faculty member over the three-ninths maximum.
- **PPS Distribution Lines**
  - The monthly salary for Academic-Year Ladder-Rank Faculty in the distribution line is determined by dividing the annual salary by nine (one-ninth)<sup>1</sup>.
  - There may be several distribution lines corresponding to the appointment for summer salary compensation. For instance, separate distribution lines may be required in order to provide monthly compensation at varying percentages or against different accounts. The following monthly maximums apply:

### **MAXIMUMS FOR ACADEMIC-YEAR LADDER-RANK FACULTY**

June*	Begin Date = June 1 End Date = June 30	Summer salary compensation must not exceed the maximum percentage of the monthly salary for June as published annually by the Academic Personnel Office. [.6316 for June 2009] (12 working days)
July	Begin Date = July 1 End Date = July 31	Summer salary compensation must not exceed 100% of the monthly salary.
August	Begin Date = August 1 End Date = August 31	Summer salary compensation must not exceed 100% of the monthly salary.
September*	Begin Date = September 1 End Date = September 30	Summer salary compensation must not exceed the maximum percentage of the monthly salary for September as published annually by the Academic Personnel Office. [.7368 for Sept 2009] (14 working days)

\* The combined percentages paid for June and September must not exceed 100% when compensation for both July and August are at 100%.

<sup>1</sup> In the situation where the Academic-Year Ladder-Rank Faculty member is receiving summer compensation during June, and that individual has received a salary increase due to a merit or promotion action that is effective July 1 of the same calendar year, the June summer compensation is calculated at the July 1 (increased) rate.

## **Summer Compensation for FISCAL-YEAR FACULTY**

- With prior approval, additional compensation may be paid for work performed in lieu of vacation, per [APM 600-14](#).
- A maximum of one-eleventh of the faculty member's fiscal-year annual salary may be earned in lieu of vacation; however the amount may not exceed the actual number of vacation hours accrued.
- An appropriate number of accrued vacation days must be deducted from the faculty member's vacation accrual, per [APM 600-14.d](#).
- **PPS Distribution Line**
  - The monthly salary in the distribution line is determined by dividing the annual salary by eleven (one-eleventh).
  - There may be more than one distribution line corresponding to the appointment for additional compensation.

## **Summer Compensation For Non-Ladder-Rank Faculty**

- Unit 18 appointees (Lecturers and Supervisors of Teacher Education) who earn summer compensation are not subject to the three-ninths 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, nor do summer appointments count as quarters of service toward qualifying for an excellence review.
- All Unit 18 appointees who teach in the summer are assigned the title code 1550, regardless of their title 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 [MOU Article 23.B](#). Generally Unit 18 appointees are paid the same percentage of their annual salary (as of June 30<sup>th</sup>) as the percentage that ladder-rank faculty are paid.
- Academic Student Employees (ASEs -Teaching Assistant, Teaching Fellow, Graduate Student Instructor, Associate-In) who earn summer compensation are not subject to the three-ninths maximum, however they may not be appointed more than 100% in any given month.
- **PPS Distribution Lines**
  - The rate for Unit 18 Faculty in the distribution line is determined by multiplying the annual June 30<sup>th</sup> salary by the appointment percentage. Exceptions are possible, as outlined in [MOU Article 23.B](#).
  - TAs, they are paid an hourly rate per [MOU Article 24.1](#). That is multiplied by the number of hours assigned to the course. The rate for 2009 is \$25.21 and the title code to use is 2310.
  - Associate-Ins are paid a calculated rate (based on the unit value of the course) and the first step on the Associate-In salary scale. Contact Summer Sessions for additional information (2-3044). In 2009 the annual amount is \$34,863 and the title code to use is 1501.
  - There may be several distribution lines corresponding to the appointment for summer salary compensation. For instance, separate distribution lines

may be required in order to provide monthly compensation at varying percentages or against different accounts.

### ***POLICY AND PROCEDURAL REFERENCES FOR ALL TITLES***

- [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 [Payroll Instructions for summer compensation](#).
- Information regarding post-retirement recall for emeriti faculty can be found at: [http://atyourservice.ucop.edu/forms\\_pubs/checklists\\_factsheets/returntowork.pdf](http://atyourservice.ucop.edu/forms_pubs/checklists_factsheets/returntowork.pdf)

Please e-mail Karen Hruby ([Karen.Hruby@UCR.EDU](mailto:Karen.Hruby@UCR.EDU)) or Sara Umali ([Sara.Umali@UCR.EDU](mailto:Sara.Umali@UCR.EDU)) in Academic Personnel if you have any questions.

**Table 1. Summer Compensation DOS Code Mapping Table for Academic Appointees**

Type	Summer Compensation Category	TC Series	Summer TCs included <sup>1</sup>	New DOS Code	Notes	Included in Total Summer Ninths Calculations	Effort Reporting Required	DO NOT USE Formerly Used Reference Only
<b>Administration</b>								
	Summer Compensation (ninths) for Administrative Duties	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	1103, 1203, 1303, 1301	ACA	Payments at some percentage of 1/9 rate.	YES	YES	OLT
	Summer Compensation (ninths) for Administrative Duties	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	ACA	Payments at some percentage of 1/9 rate.	YES	YES	OLT
	Summer Compensation (flat rate) for Administrative Duties	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	1103, 1203, 1303, 1301	APA	Payment at a negotiated flat rate.	YES	YES	BYA
	Summer Compensation (flat rate) for Administrative Duties	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	APA	Payment at a negotiated flat rate.	YES	YES	BYA
<b>Research</b>								
	Summer Research Compensation (ninths) that does not exceed any agency CAP	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	3205, 3215, 3225	ACR	Paid from research funds (not agency capped) <sup>3</sup>	YES	YES	OLN
	Summer Research Compensation (ninths) that does not exceed any agency CAP	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	1982, 1984, 1986	ACR	Paid from research funds (not agency capped) <sup>3</sup>	YES	YES	OLN
	Summer Research Compensation (ninths) that does not exceed any agency CAP	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	3205, 3215, 3225	ARC	Agency-capped salary, at or below cap limit.	YES	YES	OLN
	Summer Research Compensation (ninths) that does not exceed any agency CAP	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	1982, 1984, 1986	ARC	Agency-capped salary, at or below cap limit.	YES	YES	OLN
	Differential between faculty's salary and agency cap	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	3205, 3215, 3225	AAC	Funding sources subject or restrictions, for example no state or federal funds. <sup>4</sup>	YES	NO	OLN
	Differential between faculty's salary and agency cap	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	1982, 1984, 1986	AAC	Funding sources subject or restrictions, for example no state or federal funds. <sup>4</sup>	YES	NO	OLN
	Summer Research Compensation (1/11th) that does not exceed any agency CAP	Professor Series FY, including Acting B/E/E Professor Series FY, including Acting	3205, 3215, 3225	OEN <sup>2</sup>	Payments at some percentage of 1/11 rate, no agency cap	No, Accrued vacation deducted.	YES	OLN
	Summer Research Compensation (1/11th) that does not exceed any agency CAP	Professor Series FY, including Acting B/E/E Professor Series FY, including Acting	1144, 1244, 1344, 1978	OEN <sup>2</sup>	Payments at some percentage of 1/11 rate, no agency cap	No, Accrued vacation deducted.	YES	OLN
<b>Teaching</b>								
	Summer Session Teaching at percentage of REG rate, eligible for DCP.	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	1103, 1203, 1303, 1301	SSG	Payments at some percentage of 1/9 rate.	YES	YES	OLT
	Summer Session Teaching at percentage of REG rate, eligible for DCP.	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	SSG	Payments at some percentage of 1/9 rate.	YES	YES	OLT
	Summer Session Teaching at percentage of REG rate, eligible for DCP.	Appointees hired solely to teach SS; no other UC appointment	1550	REG	Payments at a percentage rate; not for Unit 18	NO	NO	BYA
	Summer Session Teaching at flat rate, eligible for DCP.	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	1103, 1203, 1303, 1301	SSC	Payment at a negotiated flat rate.	YES	YES	OLT
	Summer Session Teaching at flat rate, eligible for DCP.	Professor Series AY, including Acting B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	SSC	Payment at a negotiated flat rate.	YES	YES	OLT
	Summer Session Teaching for individuals NOT eligible for DCP.	Unit 18	1550	SST	Not eligible for Summer Session DCP	NO	NO	BYA
	Summer Session Teaching for individuals NOT eligible for DCP.	Visiting Titles	CALL	SST	Not eligible for Summer Session DCP	NO	NO	BYA
	Summer Session Teaching for individuals NOT eligible for DCP.	Graduate Students	1501, 2310	SST	Not eligible for Summer Session DCP	NO	NO	OLT

**Table 1. Summer Compensation DOS Code Mapping Table for Academic Appointees**

Type	Summer Compensation Category	TC Series	Summer TCs included <sup>1</sup>	New DOS Code	Notes	Included in Total Summer Ninths Calculations	Effort Reporting Required	DO NOT USE Formerly Used Reference Only
<b>Other</b> <sup>5</sup>								
	Add'l. Summer Comp. NOT for Administrative, Research or Summer Session Teaching.	Professor Series AY, including Acting	1103, 1203, 1303, 1301	<b>ACM</b>	For those eligible for DCP contribution	YES	YES	BYA
	Add'l. Summer Comp. NOT for Administrative, Research or Summer Session Teaching.	B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	<b>ACM</b>	For those eligible for DCP contribution	YES	YES	BYA
	Add'l. Summer Comp. NOT for Administrative, Research or Summer Session Teaching.	Professor Series FY, including Acting	1144, 1244, 1344, 1978	<b>AMN</b>	For those NOT eligible for DCP contribution	YES	NO	BYA
	Add'l. Summer Comp. NOT for Administrative, Research or Summer Session Teaching.	B/E/E Professor Series FY, including Acting	1144, 1244, 1344, 1978	<b>AMN</b>	For those NOT eligible for DCP contribution	YES	NO	BYA
	Summer Differential Stipend	Professor Series, including Acting	1098	<b>DIF</b>	Supplement for individuals wih split AY/FY appointments	NO	NO	SMR
	Summer Differential Stipend	B/E/E Professor Series, including Acting	1098	<b>DIF</b>		NO	NO	SMR

Notes:

- 1 - Refer to Title Code Mapping Table in Appendix 1 of the Summer Compensation Guidelines for Academic Appointees:  
**WWW.AcademicPersonnel.UCR.EDU/Salary Issues/Summer Compensation Guidelines for Academic Appointees (YEAR)**
- 2 - Requires a written exception prior to implementation, and deduction of appropriate amount of accrued vacation.
- 3 - Although the rate is a negotiated flat rate, the PPS distribution line must show a percentage of the acutal rate.
- 4 - Current NIH caps are available at the web address below. Verification of non-NIH caps is done at the departmental level.  
**WWW.AcademicPersonnel.UCR.EDU/Salary Issues/NIH Salary Cap Guidelines (YEAR)**
- 5 - Duties that cannot be assigned to the Administration, Research or Teaching cateogries, for example, curriculum or course development.

**Table 2. Title Code Mapping for Academic Appointees**  
Regular Appointment Title Code to Summer Compensation Title Code, By Activity

Regular Appointment Title Code	Description	Summer Comp. Title Code			
		Administration	Research	Teaching	Other
1100	Professor AY	1103	3205	1103	1103
1200	Associate Professor AY	1203	3215	1203	1203
1300	Assistant Professor AY	1303	3225	1301	1301
1307	Acting Assistant Professor AY	1301	3225	1301	1301
1143	B/E/E Professor AY	1145	1982	1145	1145
1243	B/E/E Associate Professor AY	1245	1984	1245	1245
1343	B/E/E Assistant Professor AY	1345	1986	1345	1345
1977	B/E/E Acting Assistant Professor AY	1979	1986	1979	1979
1110	Professor FY	1103	3205	1103	1103
1210	Associate Professor FY	1203	3215	1203	1203
1310	Assistant Professor FY	1301	3225	1301	1301
1317	Acting Assistant Professor FY	1301	3225	1301	1301
1144	B/E/E Professor FY	1145	1982	1145	1145
1244	B/E/E Associate Professor FY	1245	1984	1245	1245
1344	B/E/E Assistant Professor FY	1345	1986	1345	1345
1978	B/E/E Acting Assistant Professor FY	1979	1986	1979	1979
2220	Supervisor of Teacher Education AY	1550	CALL	1550	CALL
2221	Supervisor of Teacher Education AY - Continuing	1550	CALL	1550	CALL
1630	Lecturer AY	1550	CALL	1550	CALL
1631	Lecturer AY - Continuing Appointment	1550	CALL	1550	CALL
1632	Lecturer AY 1/9	1550	CALL	1550	CALL
1633	Lecturer AY 1/9 - Continuing Appointment	1550	CALL	1550	CALL
1634	Lecturer FY	1550	CALL	1550	CALL
1635	Lecturer FY - Continuing Appointment	1550	CALL	1550	CALL
1650	Miscellaneous Lecturer	1550	CALL	1550	CALL
1607	Lecturer with SOE AY	1608	1608	1608	1608

Notes:

Please note that the title codes for graduate students and visiting titles have not been included in this spreadsheet. They will be added at a later date.

Where you see the word 'CALL,' please call Academic Personnel for clarification.