

## 2024 Summer Compensation Guidelines for Academic Employees

This document outlines the basic limitations on summer salary and summer session compensation for academic year and fiscal year academic appointees in 2024. The monthly maximum compensation percentages for academic year appointees shown in the table on the bottom of page 1 have been adjusted to conform to the number of working days available according to the [academic year calendars](#) for 2023-2024 and 2024-2025.

**2024 Service Period = Any 57 working days from June 17, 2024 to September 20, 2024**

### I. 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.

### II. 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 for academic year employees is determined by dividing the base salary by 9; the monthly rate for fiscal year employees is determined by dividing the base salary by 12.

### III. 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 nine 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 beginning 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 30<sup>th</sup> rate** (APM 667-18).

APM Policy Reference: [APM 600 – Appendix 1](#)

Month	Date Range	Maximum percentage/working days
June	06/17/24 – 06/30/24	0.5263/ 10 working days
July	07/01/24 – 07/31/24	1.2105/ 23 working days
August	08/01/24 – 08/31/24	1.1579/ 22 working days
September	09/01/24 – 09/20/24	0.7895/ 15 working days

**Summer salary compensation must not exceed 3/9ths over the summer period from all sources and can't be earned in a single earnings payroll period.** The combined percentages paid for June and September must not exceed 100% when compensation for both July and August is 100%.

#### IV. Fiscal Year Appointees

Appointees in fiscal year titles are paid on an 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 their 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.

#### V. NIH Awards Salary Cap

Faculty who work on federal grants or contracts may be subject to compensation limits that are imposed by granting agencies. Current **National Institutes of Health (NIH) salary cap guidelines** are located on the Academic Personnel web site under [Local Compensation Policy and Guidelines](#). Executive Level II compensation is **\$221,900** effective January 1, 2024. NIH salary cap for summer salary payments is **\$18,491.67** monthly capped rate at 1.0 FTE ( $\$221,900/12 = \$18,491.67$ ).

#### VI. Summer Sessions Salary

Appointees employed 100% of full time in Summer Sessions are not eligible for additional employment during the periods of Summer Sessions service. Summer sessions compensation is based on the course unit load, session length and the appointee's annual salary (please contact Summer Sessions for detailed information [summer@ucr.edu](mailto:summer@ucr.edu) or extension 2-3044). Summer compensation cannot exceed the maximum monthly rate of 1/9th or 1/12th, according to the appointee's type of annual appointment. For fiscal year appointees, payment is in lieu of vacation. All Summer Sessions courses are calculated **using the June 30<sup>th</sup> rate** ([APM 661-18](#)).

#### VII. 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.

#### VIII. UC Conflict of Commitment Policy and Outside Professional Activities

In accordance with the language within APM 025 and 671, faculty and Health Sciences Compensation Plan (HSCP) participants must still request prior approval for all Category 1 activities, even during summer months. The policies only state that there are no restrictions on the number of days of Category I and II activity for academic-year faculty during the summer months, unless an academic-year faculty member receives additional University compensation for the summer. If an academic-year faculty member receives additional University summer compensation, the time limit on compensated and uncompensated outside professional activities is the equivalent of one day per week during the period in which University summer compensation is received. (The 39-day maximum during the academic year is distinct and separate from this, and nor can the 39 days cannot be averaged into the summer service period). Refer to VPAP memo dated June 11, 2021 ([link](#)).

### IX. Represented Instructional Faculty and Graduate Students

Unit 18 Faculty (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. Unit 18 Faculty will receive the equivalent of one quarter or semester toward continuing appointment eligibility if certain conditions are met; refer to [Article 23 B](#) for the conditions.

All **Unit 18 Faculty** 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 Faculty compensation is subject to [Article 23C](#), and is based on their salary rate as of June 30<sup>th</sup> of the calendar year in which summer session begins. Generally, Unit 18 Faculty are paid the same percentage of salary provided to Senate Faculty at UCR for the assigned Summer Session course responsibility. In limited circumstances, exceptions are possible, as outlined in [Article 23C](#).

**Academic Student Employees (ASE: Teaching Assistant, Teaching Fellow, Associate Instructor)** 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 27](#), which is multiplied by the number of hours assigned to the course; the rate for 2024 are based on the TA's most recent Academic Year (Spring 2024) TA salary point as follows: using Job Code **002310**
  - **AY TA-1 \$44.13**
  - **AY TA-2 \$45.45**
  - **AY TA-3 \$46.82**
- **Associate Instructors** are paid a calculated rate (based on the unit value of the course and session length) and their experience-based salary point as of Spring Quarter on the Associate Instructor salary scale; for 2024 the annual AY salaries please refer to [Table 19-Group 1](#) (effective 10/1/23) using Job Code **001501**
- Contact Summer Sessions for additional information, [summer@ucr.edu](mailto:summer@ucr.edu) or extension 2-3044.

### X. Policy and Procedural References for all Titles

#### Summer Compensation Earn Code to Job Code Mapping for Academic Jobs:

APO 2024 Summer Salary Earn Code to DOS Code Mapping and Associated Job Codes				
Primary Earn Code	DOS Codes - DO NOT USE	Long Description	Summer Job Codes	Notes
ACA	ACA, APA	Additional Comp - Admin	Use corresponding Administrative Job Code 003205, 003215, 003225 (Res-AY-1/9) 001982, 001984, 001986 (Res-AY-1/9- B/E/E) 001604, 001608, 001681 (SOE-AY-1/9) 001692, 001695, 001696 (SOE-AY-1/9-B/E/E)	Summer ninths for full-time Admin. Appts Paid from research funds which require Payroll Certification (payments at some percentage of 1/9 rate. The FTE on the job records should correspond to the 1/9 percentage)
ACR	ACR, AAC, ARC	Additional Comp - Research		Eligible for Summer Session 403b contributions
ACS	SSG, SSC, SSR, SMR, OLS, OLT	Additional Comp - Summer-403 <sup>2</sup>	Use corresponding Professorial or other Primary Job Code 003201, 003211, 003221 (Researcher FY) <sup>3</sup> 001990, 001991, 001992 (Researcher FY B/E/E) <sup>3</sup>	Paid from research funds which require Payroll Certification (1/11 or 1/12 rate)
AFR <sup>4</sup>	AFR	Additional Comp - FY Research	001550 (Lecturer) <sup>4</sup> 001501 (Associate In) 002310 (TA) 001108, 001208, 001308 (Visiting Professor)	Not eligible for Summer Session 403b contributions
ASN	SST, SSR-OLD, OLT, SMV, SUM	Additional Comp - Summer-No 403 <sup>2</sup>		Summer ninths for part-time Admin. appts and Dept. Chair appts
DIF	DIF, SMD, SMR	Summer Differential	Used corresponding Administrative Job Code	

For any questions regarding use of any other earn codes, please contact the Academic Personnel Office, [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu)

<sup>1</sup>Requires a written exception prior to implementation and deduction of appropriate amount of accrued vacation

<sup>2</sup>Previously referenced as DCP (special benefit changed in 2016)

<sup>3</sup>New Researcher FY Job Codes effective 1/1/20.

<sup>4</sup>Confirm if Unit 18 faculty appointee may be eligible for Summer Session 403b contributions earn code=ACS if appointee is UCRP eligible

\*\* New Jobs's should only be added in cases where:

- 1.) An MOU requires a specific summer salary job code
- 2.) The research funds require payroll certification
- 3.) The job is an appointee's only job in the summer
- 4.) The job needs to be added for ACA purposes

In ALL other cases, the summer salary payment should be added to the appointee's professorial, administrative or other Job Code associated with the effort expended on the research, teaching or service.

### XI. Summer Compensation in UCPath

If the grant requires effort reporting/payroll certification or a specific job code is required for Summer Session teaching per a MOU, a concurrent hire into the appropriate job code will be necessary. All other summer compensation (e.g., administrative

ninths and summer sessions teaching) can be paid on the Professorial/Administrative job as recurring additional compensation via PayPath. The total summer salary must not exceed three-ninths (3/9) for an academic year appointee. Summer Session compensation must be included in that total. Please refer to [Step by step PayPath instructions for Summer Compensation](#).

## XII. Additional References

- [Academic Personnel Manual \(APM\) 190, Appendix G](#), Retirement Contributions on Academic Appointee Summer Salary
- [Academic Personnel Manual \(APM\) 600](#), Additional Compensation (600-14) and Guidelines for Payment of Additional Compensation to Academic Year Appointees during the Summer (Appendix 1)
- [Academic Student Employees Contract \(BX\)](#)
- [NIH Salary Cap Guidelines](#)
- [Unit 18 Faculty Contract \(IX\)](#)
- [VPAP Memo dated June 11, 2021 Regarding University of California Conflict of Commitment Policy](#)

For questions on this guidance, please contact Academic Personnel Office [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu)