

This document outlines the basic limitations on summer salary compensation for academic year and fiscal year academic appointees in 2019. 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 2018-2019 and 2019-2020.

2019 Service Period = Any 57 working days from June 17, 2019 to September 20, 2019

### 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 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.

### 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 ninth.

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 30<sup>th</sup> rate (APM 667-18).

APM Policy Reference: APM 600 – Appendix 1

Month	Pay Period Dates	Service Dates	Maximum percentage/working days
June	06/01/19 – 06/30/19	06/17/19 – 06/30/19	0.5263 / 10 working days
July	07/01/19 – 07/31/19	07/01/19 – 07/31/19	1.1579 / 22 working days
August	08/01/19 – 08/31/19	08/01/19 – 08/31/19	1.1579 / 22 working days
September	09/01/19 – 09/30/19	09/01/19 – 09/20/19	0.7368 / 14 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 is 100%.

### 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.

### 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 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 30<sup>th</sup> 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.

### 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*, 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 appointees 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 23 C*. The rate for Unit 18 Faculty is determined by multiplying the annual June 30<sup>th</sup> 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 2019 is **\$32.23** 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 2019 the annual AY salary is **\$44,576** (new rate effective 10/1/18) using Job Code **001501**
- Contact Summer Sessions for additional information (2-3044)

## Policy and Procedural References for all Titles

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

APO 2019 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	Summer ninths for full-time Admin. Appts
ACR	ACR, AAC, ARC	Additional Comp - Research	003205, 003215, 003225 (Res-AY-1/9) 001982, 001984, 001986 (Res-AY-1/9- B/E/E)	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)
ACS	SSG, SSC, SSR, SMR, OLS, OLT	Additional Comp - Summer-403 <sup>2</sup>	Use corresponding Professorial or other Primary Job Code	Eligible for Summer Session 403b contributions
AFR <sup>1</sup>	AFR	Additional Comp - FY Research	003200, 003210, 003220 (Researcher FY) 001987, 001988, 001989 (Researcher FY B/E/E)	Paid from research funds which require Payroll Certification (1/11 or 1/12 rate)
ASN	SST, SSR-OLD, OLT, SMV, SUM	Additional Comp - Summer-No 403 <sup>2</sup>	001550 (Lecturer) 001501 (Associate In) 002310 (TA) 001108, 001208, 001308 (Visiting Professor)	Not eligible for Summer Session 403b contributions
DIF	DIF, SMD, SMR	Summer Differential	Used corresponding Administrative Job Code	Summer ninths for part-time Admin. appts and Dept. Chair appts
For any questions regarding use of any other earn codes, please contact the Academic Personnel Office, <a href="mailto:academicpersonnel@ucr.edu">academicpersonnel@ucr.edu</a>				
<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)				
** 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 appointees's professorial, administrative or other Job Code associated with the effort expended on the research, teaching or service.				

- [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](#)
- [NIH Salary Cap Guidelines](#) (updated February 2019)
- [Step by step PayPath Instructions for Summer Compensation](#) (forthcoming)
- [Unit 18 Contract](#)

Please contact the Academic Personnel Office, [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu), if you have any questions.