

UC Riverside
Academic Personnel Procedures

**2012 Summer Salary Compensation Guidelines for
Academic Appointees**

This document outlines the basic limitations on summer salary compensation for Academic-Year and Fiscal-Year Academic Appointees in 2012. These guidelines differ from the 2010 guidelines only in the monthly maximum compensation percentages shown in the table on page 2. The percentages have been adjusted to conform to the number of working days available according to the academic year calendars for 2011-2012 and 2012-2013.

SUMMER COMPENSATION GUIDELINES FOR ALL FACULTY

- ✓ 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

- ✓ Summer salary compensation may be paid for employment during the summer service period.
- ✓ 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)¹.

¹ 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.

- ✓ 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 from 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. [.5263 for June 2012] (10 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. [.7895 for Sept 2012] (15 working days)

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

SUMMER COMPENSATION FOR FISCAL-YEAR FACULTY

- ✓ With prior written approval, additional compensation may be paid for work performed in lieu of vacation, per [APM 600-14](#). Please use the [request form](#) found on the Academic Personnel website to request prior approval.
- ✓ 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 30th) 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 30th 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 or hours assigned to the course. The rate for 2012 is \$26.23 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 2012 the annual amount is \$36,271 (new rate effective 10/1/11) 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

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.

[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

[Additional Compensation Request Form](#) for FY Academic Appointees.

[Unit 18 Contract](#)

[Academic Student Employees Contract](#)

Step by step [Payroll Instructions for summer compensation](#).

[NIH Salary Cap Guidelines FY2012](#)

Information regarding post-retirement recall for emeriti faculty can be found at:

http://atyourservice.ucop.edu/forms_pubs/checklists_factsheets/returntowork.pdf

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

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

Last Updated: April 30, 2012

This table is not intended to be a complete listing of all DOS Codes. It is a guide for compensation paid outside regular salary, usually in the summer, and related academic title codes.

Type	Summer Compensation Category	Applies to TC Series at UCR	Summer TCs included 1	DOS Code	Notes
Faculty Academic Administrator - Summer Differential Stipends					
NEW	Summer Differential Stipend for less than full-time faculty academic administrators. Refer to APM 241.	Divisional Deans, Associate Deans, some Directors, Vice Provosts and Associate Vice Provosts with less than 100% appointments , plus Department Chairs and Vice Chairs.	1098	DIF	Previously paid as administrative summer ninths. Does not include stipends, which must be paid 9/9 using DOS code STP for AY faculty and 11/11 or 11/12 for FY faculty.
Administration - Does Not Include Faculty Academic Administrators					
	Summer Compensation (ninths) for Administrative Duties	Professor Series AY, including Acting	1103, 1203, 1303, 1301	ACA	Payments at some percentage of 1/9 rate.
	Summer Compensation (ninths) for Administrative Duties	B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	ACA	Payments at some percentage of 1/9 rate.
	Summer Compensation (flat rate) for Administrative Duties	Professor Series AY, including Acting	1103, 1203, 1303, 1301	APA	Payment at a negotiated flat rate.
	Summer Compensation (flat rate) for Administrative Duties	B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	APA	Payment at a negotiated flat rate.
Research					
REV	Summer Research Compensation (ninths) that has no agency CAP	Professor Series AY, including Acting	3205, 3215, 3225	ACR	Paid from research funds (not agency capped) ³
REV	Summer Research Compensation (ninths) that has no agency CAP	B/E/E Professor Series AY, including Acting	1982, 1984, 1986	ACR	Paid from research funds (not agency capped) ³
REV	Summer Research Compensation(ninths) subject to an agency CAP, but does not exceed it	Professor Series AY, including Acting	3205, 3215, 3225	ARC	Agency-capped salary, at or below cap limit.
REV	Summer Research Compensation(ninths) subject to an agency CAP, but does not exceed it	B/E/E Professor Series AY, including Acting	1982, 1984, 1986	ARC	Agency-capped salary, at or below cap limit.
	Differential between faculty's salary and agency cap	Professor Series AY, including Acting	3205, 3215, 3225	AAC	Funding sources subject or restrictions, for example no state or federal funds. ⁴
	Differential between faculty's salary and agency cap	B/E/E Professor Series AY, including Acting	1982, 1984, 1986	AAC	Funding sources subject or restrictions, for example no state or federal funds. ⁴

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Type	Summer Compensation Category	Applies to TC Series at UCR	Summer TCs included ¹	DOS Code	Notes
REV	Summer Research Compensation (1/11th and 1/12th). For fiscal year academic appointees.	Professor Series FY, including Acting	3200, 3210, 3220	AFR ²	Used for exceptional payment of one-eleventh or one-twelfth of annual salary for FY academic appointees for research performed during vacation period; appropriate number of accrued vacation days must be charged.
REV	Summer Research Compensation (1/11th and 1/12th). For fiscal year academic appointees	B/E/E Professor Series FY, including Acting	1987, 1988, 1989	AFR ²	Used for exceptional payment of one-eleventh or one-twelfth of annual salary for FY academic appointees for research performed during vacation period; appropriate number of accrued vacation days must be charged.
Teaching					
	Summer Session Teaching at percentage of REG rate, eligible for DCP.	Professor Series AY, including Acting	1103, 1203, 1303, 1301	SSG	Payments at some percentage of 1/9 rate.
	Summer Session Teaching at percentage of REG rate, eligible for DCP.	B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	SSG	Payments at some percentage of 1/9 rate.
	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
	Summer Session Teaching at flat rate, eligible for DCP.	Professor Series AY, including Acting	1103, 1203, 1303, 1301	SSC	Payment at a negotiated flat rate.
	Summer Session Teaching at flat rate, eligible for DCP.	B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	SSC	Payment at a negotiated flat rate.
	Summer Session Teaching for individuals NOT eligible for DCP.	Unit 18	1550	SST	Not eligible for Summer Session DCP
	Summer Session Teaching for individuals NOT eligible for DCP.	Visiting Titles	1102, 1202, 1302	SST	Not eligible for Summer Session DCP
	Summer Session Teaching for individuals NOT eligible for DCP.	Graduate Students	1501, 2310	SST	Not eligible for Summer Session DCP

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Type	Summer Compensation Category	Applies to TC Series at UCR	Summer TCs included ¹	DOS Code	Notes
Other ⁵					
	Add'l. Summer Comp. NOT for Administrative, Research or Summer Session Teaching.	Professor Series AY, including Acting	1103, 1203, 1303, 1301	ACM	For those eligible for DCP contribution
	Add'l. Summer Comp. NOT for Administrative, Research or Summer Session Teaching.	B/E/E Professor Series AY, including Acting	1145, 1245, 1345, 1979	ACM	For those eligible for DCP contribution
REV	Add'l. Summer Comp. NOT for Administrative, Research or Summer Session Teaching.	Professor Series FY, including Acting	1110, 1210, 1310, 1317	AMN	For those NOT eligible for DCP contribution
	Add'l. Summer Comp. NOT for Administrative, Research or Summer Session Teaching.	B/E/E Professor Series FY, including Acting	1144, 1244, 1344, 1978	AMN	For those NOT eligible for DCP contribution

Notes:

1 - Refer to Title Code Mapping Table in Appendix 1 of the Summer Salary Guidelines for Academic Appointees:

WWW.AcademicPersonnel.UCR.EDU/Salary Issues/Summer Salary Guidelines (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 actual 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 categories, for example, curriculum or course development.

REV - indicates revision or update since last publication of this table.

NEW - indicates new addition since last publication of this table.