

## **PAYING ADDITIONAL COMPENSATION FOR ADDITIONAL RESEARCH AND EMPLOYMENT DURING THE SUMMER OR OFF-DUTY PERIOD (Summer Salary)**

Policies for limits on summer salary and additional compensation for academic appointees are covered in policy [APM 600](#), [APM 661](#), and [APM 662](#). These policies also outline types of allowable payments and limitations, as well as information on how additional compensation is paid for academic appointees.

College/School Deans have approval authority for all summer compensation.

### **PAYING ADDITIONAL COMPENSATION FOR ACADEMIC-YEAR APPOINTEES (E.G., PROFESSORS, LECTURERS, CONTINUING LECTURERS, LECTURERS WITH SECURITY OF EMPLOYMENT, SUPERVISORS OF TEACHER EDUCATION, SUPERVISORS OF PHYSICAL EDUCATION, ACADEMIC COORDINATORS):**

- Academic-year faculty and other academics are free over the summer and may take on additional responsibilities/jobs during that 'off-duty' period.
- Summer employment and compensation cannot begin until after the service period is complete for Spring Quarter and must end before the service period begins for the Fall Quarter.. A current academic calendar containing quarter begin and end dates can be found on the Office of the University Registrar website: <http://registrar.ucdavis.edu>.
- The policy limit on additional compensation during the summer is 3/9ths – (annual salary including off-scale salary divided by 9 times 3). [Annual salary divided by 9 = 1/9th rate.] For less than a full month, consult [APM 600 – Appendix 1 and Table 1](#) to calculate payment.
- The salary limit includes all compensation for Summer research, Summer Sessions teaching and Summer Abroad payments paid through the university.
- These titles must be entered in Payroll with a Fiscal-year Research title for which they are eligible – no formal appointment process is required, but Dean's approval is required following the College or School guidelines.

#### **Paying summer research:**

For Professor and Lecturer P/SOE series, use the Academic-Year Professional Research Series 1/9th rate title codes for the summer research. Please use the title code for the series that corresponds to the faculty rank and appropriate salary scale. (Ex. Academic-year Associate Professor- Bus/Engr/Economics scale should use the Associate Professional Research - Bus/Engr/Economics 1/9th rate title code.) The description of service is usually **ACR** but consult the PPS codes web page for the correct DOS code. **DOS codes for summer compensation is available on our website at:**

[http://academicaffairs.ucdavis.edu/local\\_resources/docs/DOS\\_Codes%20Summer%20Compensation.pdf](http://academicaffairs.ucdavis.edu/local_resources/docs/DOS_Codes%20Summer%20Compensation.pdf).

For other academic-year instructors, use the academic-year title codes for the summer research. The summer research title is determined by the appointee's qualifications and job responsibilities.

- If they have a Ph.D., use the Professional Research or Project Scientist series.
- If they do not have a Ph.D., use the Specialist series.

If you want to pay the equivalent of a 1/9th payment, then divide the annual salary by 9. Use that monthly rate and identify it to the closest equivalent step on the corresponding research salary scale and add an off-scale indicator (O) in the O/A box. ACR is the DOS code (description of service) for payroll purposes.

Example:

For an Academic-Year Lecturer with a Ph.D. who will be paid for the month of July (1/9th rate) for a certain project. Current annual salary is \$70,066. The maximum they could earn for that month would be 1/9th rate or \$7,785.11. (Annual salary divided by 9.)

1. Add a new appointment in PPS as Asst Researcher, Academic-Year, Title Code 3225
2. Basis/pd over is 9/9
3. Appt begin/end dates 7/1/YY-7/31/YY
4. Percent of time is based on dollar amount at that rate for effort reporting

5. The Distribution line will reflect the accounts used to pay the additional salary
6. Step should be closest salary on the researcher salary scale to the employee's academic year annual rate for regular pay.
7. Mark "O" in O/A box
8. \$7,785.11= distribution pay rate
9. ACR for description of service (DOS code)

Reflect a percent of time for the number of work days in the period per [APM 600](#).

Payment should not exceed 100% at the 1/9th rate for any given month. **Payments may be spread over the off-duty period and cannot exceed the 3/9ths compensation limit from all sources.** This includes payments negotiated for a flat dollar amount (also known as by-agreement payments).

In the "comments" section during update, write "Additional summer employment, no conflict in service periods" to avoid confusion and clarify the reason there are two appointments for the same time period if the appointee is regularly being paid on a 9/12 basis.

No formal appointment process is required, but Dean's approval is required following the College or School guidelines.

#### **PAYING ADDITIONAL COMPENSATION FOR FISCAL-YEAR PROFESSORS AND SPECIALISTS IN COOPERATIVE EXTENSION:**

Fiscal-Year faculty may earn up to one month of additional compensation (at a 1/11th rate for those hired before July 1, 2014. For those hired July 1, 2014 or later, at 1/12th rate per [APM 600-14 c.](#)), **but the appointee must report vacation hours to receive it.** Fiscal-year faculty are employed year round and are expected to be on duty unless they are taking vacation (or sick leave). Additional compensation for fiscal-year faculty may be earned anytime during the year, provided the faculty member turns in the equivalent vacation hours Payment is limited to one month during the fiscal year (July 1 through June 30).

Use the Professional Research Series fiscal-year title codes that correspond to the salary scale the person is paid on.

The description of service is **ACR**, but consult the PPS codes web page listed below for the correct DOS code.

**DOS codes for summer compensation is available on our website at:**

[http://academicaffairs.ucdavis.edu/local\\_resources/docs/DOS\\_Codes%20Summer%20Compensation.pdf](http://academicaffairs.ucdavis.edu/local_resources/docs/DOS_Codes%20Summer%20Compensation.pdf).

Reflect a percent of time for the number of work days in the period.

In the "comments" section during update, write "Additional compensation- (**Insert number of days**) # of vacation days taken to receive this payment". This clarifies the reason there are two appointments for the same time period if the academic appointee is regularly being paid on an 11/12 basis.

#### **Recalled Professors:**

Emeriti Professors who are being recalled to active service in the summer (or during the academic year) are restricted to 43% salary per month, per recall policy. See [APM 205](#) and the Academic Affairs web page on Retirements and Recalls for additional information. <http://academicaffairs.ucdavis.edu/retire-and-recall/index.html>

**FISCAL-YEAR RESEARCHERS ARE NOT ELIGIBLE FOR ADDITIONAL COMPENSATION.**