

POLICY STATEMENT

Subject: SUPPLEMENTAL WORKLOAD POLICY

Date: 1/14/97

Distribution Code: A

Reference Number:

Addition
Deletion
New Item

Originating Office:
Provost and Vice President
for Academic Affairs

President's Approval

- 1 **PURPOSE:** The purpose of this policy is to establish an institutional policy defining the amount of total compensation that may be paid to employees for supplemental work.
 - 2 **SCOPE:** This policy applies to all employees working on sponsored projects, community service projects, and Continuing Education programs.
 - 3 **OBJECTIVE:** Federal Cost Principles for Educational Institutions, OMB A-21, require that each institution receiving federal funding have established policies pertaining to the compensation for personal services. This policy will define the total compensation that may be paid to employees for supplemental work.
 4. **POLICY:** Additional compensation for supplemental work on sponsored projects, community service projects, and Continuing Education programs will be limited as follows:

 Faculty will be limited to the equivalence of an additional 25% of their academic term salary plus up to twelve workload hours during the summer in any given calendar year.

 All other classifications of employees who qualify for additional compensation will be limited to an additional 25% of their annual salary in any given calendar year.
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Supplemental compensation may be paid in the form of overload, summer school, overtime, Continuing Education Contract, or Centers and Institutes Contract. Sponsoring agencies generally do not allow payment of supplemental compensation for work on sponsored projects. (For faculty, requesting release time from regular duties is preferred.) In the event that overload or overtime is necessary, provisions must be included in the award document and must be approved by the sponsoring agency and the required university officials.

A faculty member may receive additional compensation in the form of overload, at the rate as defined by the current bargaining unit agreement, up to a maximum of two three-credit hours during the academic year. Normally, this would not exceed one-three credit overload per semester. Faculty may receive an additional contract for up to twelve workload hours for summer term. No overload will be paid during the summer term. Exceptions will require the approval of the respective Dean and the Provost, and will place on the professor the responsibility of demonstrating that a specific exception will not compromise the academic standing of the institution nor have a deleterious impact on other responsibilities assigned to the professor.

Employees that qualify to be paid supplemental compensation may be paid at a rate as defined by the current collective bargaining unit agreement or existing policies for management.

Supplemental compensation paid on continuing Education and Centers and Institutes Contracts must comply with all terms as defined by the IUP Centers and Institutes policy.

5 DEFINITIONS

Supplemental Work: Any work assignment related to sponsored projects, community service projects, and Continuing Education programs, beyond the employee's regular duties and responsibilities as described by their job description or current contract.

Academic Term: The nine month period of September May which includes twenty bi-weekly pay periods.

Summer Term: The three month period of June - August which includes six bi-weekly pay periods.

Basic Salary Rate: Nine month faculty - the contracted salary amount for the academic term as defined by the current collective bargaining unit agreement. For all others, the annual salary amount as defined by the current collective bargaining unit agreements or annual appointment letters.

Hourly Rate: The hourly rate of all employees will be calculated by taking the individual's bi-weekly salary and dividing by 75.0 hours.

6. **RESPONSIBILITIES**: The Offices of the Provost, Payroll, and Grants and Special Fund Accounting are responsible for monitoring workload, total compensation, and sponsored project participation.

7. **PROCEDURES**: Not applicable.

8. **RECISION**: Not applicable.

9. **PUBLICATIONS STATEMENT**: Not applicable.

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| 10. DISTRIBUTION : | <u>Distribution Code</u> | <u>Description</u> |
| | A | All Employees |