

UC Davis Academic Personnel Manual

Salary Administration

Section UCD-660, Additional Summer Compensation

Date: 6/25/97

Supersedes: 6/7/91

Responsible Department: Academic Personnel

Source Document: UC APM-660

660-0 Policy

Many faculty members are eligible to earn additional compensation during the summer period through appointment to a research title and with payments usually generated from extramural funds that permit such an appointment.

660-14 Eligibility

Appointees in the following title series are eligible for additional summer compensation (academic-year faculty) or compensation during the vacation period (fiscal-year faculty).

Professor series
Acting Professor series
Visiting Professor series
Professor in Residence series
Adjunct Professor series
Clinical Professor series
Professor of Clinical _____ series

Academic-Year Faculty

660-16 Limitations

- a. Maximum additional compensation paid during the summer period from University sources (including extramural fund sources) may not exceed 3 months at the 1/9 rate.
- b. The summer period is between Commencement Day and the beginning of the service period for the fall quarter.
- c. Nineteen days of full-time service qualifies an academic-year faculty member for a 1/9 summer service payment. Holidays are considered working days. Weekend days are not considered working days.

660-18 Payment

- a. The monthly rate of compensation for summer period appointments is at 1/9 of the appointee's annual salary.
- b. Payment of additional summer compensation requires an additional appointment in the Professional Research series on the Personnel Action Form (PAF). The "Remarks" section of the PAF should include the following statement:

"Appointment _____ not to exceed 3/9 of annual salary."
- c. It is the responsibility of the department chairperson to assure that the 3-month limitation is not

exceeded.

660-24 Approval Authority

The dean of the college/school has the authority to approve payment of additional compensation up to 3/9 of annual salary from funds under the dean's control.

Fiscal-Year Appointees

660-16 Limitations

- a. Maximum additional compensation paid during the vacation period from University sources (including extramural fund sources) may not exceed 1 month at 1/11 of the annual salary rate.
- b. The service period for additional compensation is during the appointee's twelfth or "vacation" month. Thus, days for which additional compensation is earned must be reported as vacation taken.

660-18 Payment

- a. The monthly rate of pay for additional compensation appointments will be at 1/11 of the appointee's annual salary.
- b. Payment of additional compensation requires an additional appointment in the Professional Research series on the PAF. The "Remarks" section of the PAF should include the following statement:

"Appointment _____ not to exceed 1/11 of annual salary."
- c. To assure compliance with University policy, the PAF must be accompanied by a copy (clearly marked as a "copy") of either the departmental prelisting (Form UPAY 644E, Expanded Payroll Time Reporting Worksheet), Payroll Time Reporting Adjustment Worksheet (Form UPAY 644D), or equivalent form that indicates a deduction of the appropriate number of vacation hours.
- d. It is the responsibility of the department chairperson to assure that the 1-month limitation is not exceeded.

660-24 Approval Authority

The dean of the college/school has the authority to approve payment of additional compensation up to 1/11 of annual salary from funds under the dean's control.

References and Related Policy

- A. Section 600, Salary Administration, General Policy.
- B. Section 660, Additional Compensation/General.
- C. Office of the Provost: Additional Compensation for 11-Month Faculty, UCD directive 95-106, 8/24/95.