

Memorandum of Administrative Policy Summer Pay Policy

Area: Academic Affairs
Section: Faculty Workload and Pay
Number: 05.A.03 AP

Purpose

University of Houston-Clear Lake ("UHCL") faculty members on 9-month appointments may be offered the opportunity to perform additional work during the summer months. The purpose of this policy is to outline the university guidelines regarding pay for summer assignments.

Definitions

- A. **State longevity pay** is additional pay of \$4 per month for each year of state service up to and including 40 years of service. Regular, full-time (1.0 FTE) nonacademic employees are eligible to receive longevity pay after five years of state service and will receive longevity pay increases after each additional five years of state service.
- B. The **Personnel Action Request (PAR) form** is the University of Houston System payroll/personnel form used to place new employees in the HRS payroll/personnel system and to make certain changes to existing employees' assignments.
- C. A **turn-a-round PAR** is a computer-generated personnel action request form with all fields populated by data in the HRS 2.4 payroll/personnel system.
- D. The **Personnel/Position Request (PPR) form** is a UHCL form used to create new positions, reclassify existing positions, and identify vacant positions requiring posting

and search procedures.

- E. **Full Time Equivalent (FTE)** means the number of course equivalents considered a full load in the summer.
- F. A **summer session** is the academic period between the end of the spring semester and the start of the fall semester.

Policy

- A. Faculty and research personnel on 9-month appointments may be offered the opportunity to perform teaching and/or research during the summer semesters depending on student enrollment, course requirements, and funding for teaching and research activities. Teaching includes advising of students during the summer session.
- B. A faculty member who performs non-academic work during the summer on a full-time (1.0 FTE) basis and is paid from non-teaching funds will receive longevity pay for each month worked during the summer.
 - a. The amount of longevity pay is based on total state service.
 - b. Each employee is responsible for notifying the Office of Human Resources of prior state service at the time of employment.
 - c. Credit for prior state service requires written verification from the previous employing state institutions or agencies.
- C. Faculty on nine-month appointments who teach during the summer semesters receive additional compensation. The amount of additional compensation a faculty member may receive typically is related to how many courses are taught and the previous

9-month salary.

- D. The salary equivalents and percent effort used to calculate summer teaching salaries is listed below. Summer pay is subject to student enrollment:
- a. One 3-credit-hour course equals 1/11 of the 9-month salary.
 - b. Two 3-credit-hour courses equal 2/11 of the 9-month salary.
 - c. Three 3-credit-hour courses equal 3/11 of the 9-month salary.
 - d. Required enrollments for summer courses are to be 10 undergraduate or 5 graduate students. Under circumstances directly related to student success, discretion is given to the Dean of the college or the Provost to allow for the offering of low enrollment courses. However, these special circumstances should not have a significant effect on the financial stability of the college's summer semester and must be paid at the 1/11 level.
 - e. In courses cross-listed at the undergraduate and graduate level and treated as a single course in terms of pay, minimum enrollment numbers will be created using an equation where each graduate student will be calculated as two undergraduate students.
- E. New faculty members who are asked to teach in the summer semesters just prior to their regular academic appointment on September 1 are normally considered part-time, temporary employees without benefits during the summer semesters.
- F. The Office of Human Resources is responsible for providing timely instructions for the accurate processing of summer payrolls.

- a. Summer Pay Procedures
- b. Purpose
- c. To provide 9-month faculty members with information regarding pay for additional summer teaching and research assignments.
- d. To provide support staff with the proper procedures for processing additional pay for summer teaching and research assignments.
- e. Summer Teaching and/or Research Positions
- f. Summer teaching and research positions roll from one fiscal year to the next.
- g. A Personnel/Position Request (PPR) form is not required unless you need to create a new summer teaching or research position.
- h. Positions must exist before a Personnel Action Request (PAR) form can be processed.
- i. Only four job class codes/titles are used for summer teaching and research assignments:
 - i. 1930 / Benefits Eligible Summer Teaching Faculty
 - ii. 1931 / Non-Benefits Eligible Summer Teaching Faculty
 - iii. 3057 / Benefits Eligible Summer Research Faculty
 - iv. 3058 / Non-Benefits Eligible Summer Research Faculty

G. Summer Teaching and/or Research Assignments

- H. A PAR must be prepared to place each employee on payroll for summer teaching and research assignments.
- I. All assignments may be indicated on the same PAR.
- J. Separate assignments should be created for each individual summer session except in the case of duplicate assignments.
- K. If a duplicate assignment would exist, create one assignment and adjust the FTE to cover all classes.
 - a. A turn-a-round PAR should be used for all existing employees, and a blank PAR form should be used for new hires.
 - b. A combination of the two forms should be used when the turn-a-round PAR does not have sufficient blank assignment lines to cover all summer assignments.
 - c. The PAR routing sequence for summer assignments is the same as for any regular session.
 - d. PAR forms reflecting summer research assignments paid from Ledger 5 accounts must be forwarded to the Office of Research Administration for approval prior to obtaining approval from the Office of the Senior Vice President/Provost and routing to the Office of Human Resources for processing.
 - e. PAR forms reflecting summer teaching and/or research assignments must be approved in the Office of the Senior Vice President/Provost before routing to the Office of Human Resources for processing in the automated payroll system.
 - f. The PAR due dates for summer teaching and/or research assignments are

published in April of each fiscal year.

- g. PARs with a June 1 or June 16 assignment begin date are due in late May.
- h. PARs with a July 1 assignment begin date are due in late June.
- i. PARs with an August 1 assignment begin date are due in late July.

Revision Log

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Approval

Approved by University Council:

May 9, 2019

Date