Procedures and Guidelines for 2015 Summer School Appointments

The following instructions are for processing Summer School appointments. Separate instructions are provided for:

- Regular/Benefited Faculty
- Temporary (non-benefited) faculty or student instructional employees
- Graduate Teaching Assistants

1. Letter(s) of Understanding

For all teaching faculty (excluding GTAs): a Letter of Understanding will need to be created. The suggested format is on the Office of the Provost’s website: [http://und.edu/provost/forms.cfm](http://und.edu/provost/forms.cfm) to be printed on your departmental letterhead. The Letter of Understanding templates are provided for:

- Current full-time benefited UND or NDUS employees teaching in the summer: [http://und.edu/provost/summer_session_letter_current-full-time_employees.docx](http://und.edu/provost/summer_session_letter_current-full-time_employees.docx)
- New or existing part-time UND or NDUS employees teaching in the summer (see Affordable Care Act section below for additional information): [http://und.edu/provost/summer-session-letter-new-part-time_employees.docx](http://und.edu/provost/summer-session-letter-new-part-time_employees.docx)

Schools/Colleges may prepare either one Letter of Understanding for each individual including all courses being taught and UND compensated summer activities in the letter or the School/College may prepare one Letter of Understanding for each individual course.

Each department will prepare the letter and obtain the correct signatures from the department chair and the faculty member. The signed Letters of Understanding are to be submitted to the respective Dean’s Office, prior to the start of the session.

All Payroll forms are to be signed by the department chair and appropriate Dean’s Office. The Dean’s Office will submit the Payroll forms directly to the Payroll Office, prior to the start of the summer session to be taught.

2. Benefited Faculty Appointments – Must have an active position in Job Data

a. Prepare a Letter of Understanding, obtain department chair and faculty signatures. Forward to Dean’s Office prior to the start of the session being taught. Please submit the letter of understanding once enrollment meets the minimum enrollment requirements as determined by the department and/or Dean’s Office.

b. Prepare an Add/Reduce Pay Form (ARPF) on the employee’s primary position. NOTE: If the payment is for a period of time that the faculty member is not currently on contract for their base salary (for example a 9-month faculty), the “Standard Hours Worked” should be entered as “0 Summer.”

c. Use the following information to complete the ARPF:

<table>
<thead>
<tr>
<th>Session</th>
<th>“Actual Earnings Dates” for ARPF (Actual Dates of Session)</th>
<th>“Pay Period Begin Date” for ARPF</th>
<th>“Pay Period End Date” for ARPF</th>
<th>“Amt Per Pay Period” - Divide Total Pay By:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three week</td>
<td>May 18-June 5 (Actual End date will need to show June 15.)</td>
<td>May 16</td>
<td>June 15</td>
<td>2</td>
</tr>
<tr>
<td>First six week-6A</td>
<td>May 18-June 26</td>
<td>May 16</td>
<td>June 30</td>
<td>3</td>
</tr>
<tr>
<td>Second six week-6B</td>
<td>June 29-August 7</td>
<td>July 1</td>
<td>August 15</td>
<td>3</td>
</tr>
<tr>
<td>Mid six week</td>
<td>June 8-July 17</td>
<td>June 1</td>
<td>July 31</td>
<td>4</td>
</tr>
<tr>
<td>Nine week</td>
<td>May 18-July 17</td>
<td>May 16</td>
<td>July 31</td>
<td>5</td>
</tr>
<tr>
<td>12 week</td>
<td>May 18-August 7</td>
<td>May 16</td>
<td>August 15</td>
<td>6</td>
</tr>
</tbody>
</table>

*For example: If the payment for a 6-Week session is $1,250.00, the amount per pay period would be $1,250.00/3=$416.67. Important Note: Always round up to the nearest cent on the “amount/pay period” calculation.

Use earnings code:
1. **H06** for Summer School teaching. Duties include instruction, grading and curriculum development.
2. **H05** for Summer Salary which is any non-teaching duties.
3. **H04 (faculty overload)** for full-time faculty receiving Summer Session compensation that would be in addition to their base pay (example: contract dates might be 8/1 – 6/30 and Summer Session teaching is for 5/16 – 6/30).

On the ARPF, be sure to check “Use Funding Source Identified Below” box to override the Department Budget Table. The summer Fund Code is 31120, your department number and department name. Otherwise, use department funding sources as appropriate. Use account code:
- 515005 for non-overload faculty appointments,
- 512005 for student,
- 517005 for GTA/GSA/GRA,
- 515010 for faculty overloads, and
- 511005 for staff overloads.

**d. OPTIONAL APRF PROCESS:** One APRF can be used for employees with multiple courses ONLY if the payment is for activity in one session and the salary for that session is paid from one earning code and funding source. For example: Professor X teaches three courses in the “three week session” at $1000.00 for each course ($3,000 total). All the funding is derived from the same earning code and funding source. The APRF would look like:

1. Actual earning begin date: May 18  
   Actual earning end date: June 15
2. Pay period begin date: May 16  
   Pay period end date: June 15
3. Amount per pay period: Calculated and based on session
4. Goal amount: Based on session
5. Check Box H06 or H05
6. Additional Information: Include all session three week classes for references purposes.

If class is cancelled:

1. Follow process for canceling the previously submitted ARPF
2. Resubmit APRF based upon new information

**Important Note:** The employee must have a currently active single occupant position and this position cannot be terminated during the time period in which they will be paid. Terminating the position that you are attaching the Additional/Reduce Pay form (APRF) to will cause the APRF to be terminated.

If the employee you want to teach is either not active or will cease to be active during the summer, you must follow the hiring instructions for a “Temporary Faculty” employee.

3. **Temporary Faculty or Student Instructional Appointments (Non-benefitted employees or instructional students that are non-GTA’s)** or a new hire (temporary faculty not currently on payroll)

   **a.** Prepare a Letter of Understanding, obtain department chair and faculty signatures. Forward to Dean’s Office. Prior to the start of the session being taught. Early submissions are recommended and appreciated.
   1. If this person has never taught for your department (graduate work does not count) prepare and include:
      i. Request to Appoint form (you can find this on the Provost website under “Academic Resources,” then go to “Online Forms”) and
      ii. A resume with the paperwork.
   **b.** Temporary Faculty: Using a Job Data Hire form (JDHF), hire the faculty employee to a pool part-time instructional position number in your department budget using a start date of the first day of class. The position should be set up as a 12 month, temporary position with a “$0” in the “monthly salary” field.
   **c.** Instructional Student: If this is a student hire that would teach a course (not a GTA) you need to create a JDHF, using a student instructional (salaried) pool position number. (A student position number is required if the student is taking a minimum of six credits during summer, OR will be a student in the fall. Students in your department from last semester are still considered students in the summer provided they are returning in the following semester. As with all student positions, the student must be hired in "JobX"; however, the requirement to be posted/listed is waived, and the job should remain in Review Mode.)
   **d.** Individuals who have not worked at UND since January 1 of the previous year must complete the I-9 form at an E-Verify site prior to starting work. The E-Verify site will provide them with the new employee packet. Without this paperwork, Payroll forms cannot be processed; and Empl IDs cannot be issued.
   **e.** **OPTIONAL APRF PROCESS:** One APRF can be used for employees with multiple courses ONLY if the payment is for activity in one session and the salary for that session is paid from one earning code and funding source. See Process in 2(d) above.
   **f.** Prepare an Add/Reduce Pay Form (APRF) for each session the individual is teaching.
Use H06 for Summer School instruction, grading, and curriculum development.
Use H05 for Summer Salary, which would be for any non-teaching duties.
Use H04 for full-time faculty receiving Summer Session compensation while already paid at 100% salary.

Complete a Job Data Change form (JDCF) to terminate the Summer School position and submit at the same time as the JDHF, if this individual is not continuing to teach in the upcoming Fall semester. Use the last day of the last session that they are teaching to determine the last day worked.

A current temporary faculty member (on a 12 month, monthly appointment during Spring semester), this is a 2 step process.

a. Prepare a Letter of Understanding, obtain department chair and faculty signatures. Forward to Dean’s Office. Dean’s Office will forward the Letter of Understanding to the VPAA Office, prior to the start of the session being taught. Early submissions are recommended and appreciated.
b. Prepare a Job Data Change Form (JDCF) changing the salary from last semester’s monthly salary to $0 per month as of May 16.
c. Then create an Add/Reduce Pay Form (ARPF) for the summer salary as previously stated.
d. Prepare a Job Data Change Form (JDCF) to change the salary back to the fall semester monthly salary.

4. GTA information – Due to the Graduate School no later than April 15, 2015

a. All assistantships should have student signed acceptance at least 10 days prior to starting work in order for payroll processing to be completed.
b. If this student is not continuing GTA duties (with assistantship) this should be processed as a normal student instructional hire.
c. New GTA
   1. You will create a JDHF, using the start date of the class dates using the “$0” monthly rate. All GTA appointments MUST use GTA position numbers.
   2. Then create an ARPF stating class dates and pay dates as outlined.
   3. Individuals who have never worked for UND or not worked at UND since January 1 of the previous year, must complete the I-9 form at an E-Verify site prior to starting work. The E-Verify site will provide them with the new employee packet. Payroll forms cannot be processed; and Empl IDs cannot be issued without this paperwork.
d. Continuing GTA from Spring semester:
   1. Create a JDHF, changing the $ from last semester’s rate to “$0” compensation.
   2. Then create an ARPF stating class dates and pay dates as outlined.

   VERY IMPORTANT: In the “Additional Comments” section of the ARPF, be sure to indicate the type of appointment, i.e., GTA appointment at ¼ or ½ time and use your department code.
e. Obtain the appropriate signatures on the JDHF and ARPF. The “Recommending Official” is the department Chair, and the “Approving Official” is the Dean of the College. The Dean’s Office will forward to the Graduate School.

5. Course Cancellation or Termination

If the Dean cancels a course or terminates the summer appointment it is the department’s responsibility to notify the Registrar’s Office (Ruth Musonda) by e-mail.

To cancel an ARPF, use your copy of the one you initially submitted and check the box on the line “Cancel Additional Pay”, enter “Effective Date” (beside it), and highlight that line.

Amending Summer Session Letters Of Understanding:

Any amendments to the Letter of Understanding must be approved by all signatories. One procedure to amend the agreement is as follows:

a. Retrieve original Agreement from school/college.
b. Write in the upper right hand corner the reason for amendment (examples):
   1. Class cancelled due enrollment
   2. Revised salary due to enrollment; or
   3. Revised – Date change and salary change
c. Send through original signatories for their initials
d. Submit updated APRF.

6. Summer Salary Compensation/Limitation:
For academic year (9-month contractual) appointed faculty, UND allows for the maximum of an additional 3/9ths of the academic year base salary to be earned for summer work during the summer.

The base academic year salary is to be used to calculate the summer 3/9ths compensation. Not included in calculation are: overload appointments; extended learning appointments; all administrative stipends; monetary awards; or endowed professorships.

Example: Professor X’s academic year base salary is $72,000. X teaches one overload class in the fall for $3,000 and is the Associate Chair of her department, which pays an additional salary of $1,800. The maximum X can earn during the summer months is $24,000 ($72,000 / 9 = 8,000 x 3). The compensation earned for the overload appointment and the associate chair stipend are not included in the summer salary calculation.

a. **Summer Salary Calculations Not Involving Grant, Cooperative Agreement or Contract Funding**

1. Compensation earned during the summer months from the following activities is subject to the 3/9ths limit. All paid appointments from all UND assignments must be included to allow the School/college/departmental chair to determine the 3/9ths limits are not exceeded:
   - Summer research
   - Other training sessions that include a payment for attendance
   - All compensation not specifically stated above that requires expending effort on the part of the faculty member
     - Office of Instructional Development
     - Osher Lifelong Learning Institute
     - Student Advising

2. Compensation earned in any given summer month that is derived solely from teaching activities is not subject to the 1/9th limits. The 1/9th limit only applies in a summer month where any fraction of summer compensation is earned from research grants, cooperative agreement or contract funding; however, the total summer compensation may not exceed 3/9ths.

3. Compensation earned from entities not associated with UND for consulting services performed during the summer months is not subject to the functional limit. However, it is subject to the UND Faculty Handbook, Section III-5, Outside Activities And Increased Income For Faculty And Administrators.

4. Any summer teaching that would exceed the functional restriction of 3/9ths of the AY salary requires prior approval from of the dean’s office and the Office of the Provost and Vice President for Academic Affairs, and may require prior approval by other offices and federal agencies as well.

5. No additional pay form for overloads is required if the total summer salary does not exceed 3/9ths of the AY salary.

6. Example: Professor Y’s academic year salary is $54,000. UND’s 3/9ths limit is $18,000 ($54,000x 1/9 = $6,000; $6,000 X 3 months = $18,000) his 1/9th limit is $6,000. Professor Y has no research funding to pay himself over the summer so he wants to teach two classes in June at a rate of $4,000 per class, for a total of $8,000. Since 100% of his summer salary is derived from teaching activities, he is not subject to the 1/9th limit of $6,000 per month. However, he cannot earn more than the $18,000 limit over the summer months without an additional pay approval as an overload.

b. **Summer Salary Limitations with Grant, Cooperative Agreement or Contract Funding**

1. Base salary used for computing summer salary will be the institutional base salary of the faculty member’s current academic year appointment (that ends May 15th) divided by the number of months in their academic year contract. The following is being provided for faculty with nine-month appointments that are being paid on a grant, cooperative agreement or contract during the summer. This amount would be the monthly salary rate and would be used to calculate the summer salary for the period May 16th through August 15th. The 3/9ths limit is calculated using the base academic year salary only not the total compensation earned by the faculty member during the academic year.
2. Faculty having nine-month contracts may be employed for up to three full months' salary on research grants or other sponsored program activities provided the sponsoring agency’s rules do not prohibit such salary payments and the total cumulative salary being paid to the faculty member from all University sources does not exceed the equivalent of three months salary. Section III Part 5.1.2 of the Faculty Handbook.

i. This includes salary from grants, cooperative agreements, contracts, teaching responsibilities, and summer graduate research professorships.

3. Summer salary of nine-month faculty should be charged to federal grants at a rate no greater than 100% of the base salary for compliance with Federal OMB Circular A-21, Principles for determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions.

4. The annual increase in base salary, for nine-month faculty, is not effective until August 16th of each year.

5. Normal research assignments are not considered overload.

6. ALL paid appointments from all UND assignments must be included to allow the School/college/departmental chair to determine the 3/9ths limits are not exceeded.

7. If you are paying yourself a full summer salary (three full months), your time commitments should reflect a full time work schedule.

8. Example:

Professor X earns $45,000 for the nine month AY appointment. X also teaches one course for continuing education, and received a monetary award for teaching. Professor X also pays herself from her grant in the summer. Professor X is also asked to teach in summer school.

AY base salary = $45,000. 1/9th calculation is $5,000 ($45,000 ÷ 9 = $5,000). Additional earning for AY continuing education teaching = $4,000. Monetary recognition of campus teaching award = $1,500. Total academic year compensation = $45,000 + $4,000 + $1,500 = $50,500.

Maximum allowable summer salary (from all sources) = 3/9ths = $15,000. Professor X pays herself this sum from her grant.

Maximum FY salary = 9/9ths base + 3/9th summer + stipends & awards = $45,000 + $15,000 + $5,500 = $65,500

For Professor X to accept a summer school teaching appointment worth $4,000, she would have had to reduce her grant income by an equal amount ($4,000) so that her summer salary, from all sources, did not exceed 3/9th. Professor X will need to evaluate whether to teach summer school and if so she must reduce her grant income as required by federal regulations.

7. Faculty Oath Requirement

The laws of the state of North Dakota and State Board of Higher Policy Manual require every member of the academic staff employed by an institution of higher education under the control of the state board of higher education to take an oath or affirm that they will support the constitutions of the United States and North Dakota, and that they will faithfully discharge the duties of their position, according to the best of their ability.

For new hires the oath is included with the new hire material in the Office of Human Resource and Payroll Services. It shall be executed in duplicate and one copy shall be filed at the respective School/College and one copy kept by the academic staff member.

8. Criminal History Background Checks
Please follow your college/school practice on UND’s policy for Criminal History Background Checks.

9. Effort Reporting

Each school and college is responsible for ensuring compliance with federal and UND policy on effort reporting.

10. Equal Employment/ Affirmative Action Documentation

Departments must adhere to Affirmative Action guidelines on recruitment and selection of summer session employees new to UND.

UND is required to “identify every applicant” even those seeking temporary summer employment. Please complete an applicant control card form for all new professional and faculty hires and a Request to Appoint form. Applicants are invited to provide information regarding their gender, race and/or ethnicity, veteran’s status and disability status on the form found at http://und.edu/affirmative-action/apcontrolcard.cfm. This information will remain confidential and separate from your application.

11. Affordable Care Act

The employer mandate requires UND to measure hours and potentially offer health insurance coverage to employees whose hours reach a 30 hour a week threshold. In general, UND must offer health insurance coverage to all employees who are reasonable expected to be full-time (i.e., to work an average of 30 hours per week) within 3 months of their start date. Depending on the circumstance the need to offer insurance may apply to individuals teaching summer classes or performing work for UND. To ensure UND compliance with the Act the estimated work hours for individuals teaching summer school sessions that are not currently regular/benefited employees receiving insurance coverage will need to be tracked.

For example: Employee is a part time instructional working 12 consecutive weeks at 30 hours per week for Spring 2015. UND is not currently required to offer health insurance benefits by NDUS policy or the ACA. The employee is then hired to teach summer session classes for the three week summer session and then the mid-six week session. This results in 21 consecutive weeks of employment at UND. UND needs to calculate the estimated hours worked per week to determine eligibility for health insurance benefits.