
**POLICY ON COMPENSATION BEYOND CONTRACT FOR
EPA FACULTY AND NONFACULTY EMPLOYEES
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

(Approved by the Board of Trustees, September 29, 1994)

I. Scope

This policy applies to compensation paid to UNC Greensboro faculty and EPA nonfaculty employees from all University sources including Continuing Education and sponsored program funds. The objective of this policy is to promote equitable compensation for all traditional forms of professional activity. Application of this policy must be consistent with all state and federal labor laws, including the Fair Labor Standards Act (FLSA). This policy is not intended to modify any of the guidance in the documents referenced herein. UNC General Administration academic salary increase memoranda published annually provide guidance for EPA personnel salaries. The Board of Governors Policy “External Professional Activities of Faculty and Other Professional Staff (EPA)” applies to payments from other than University fund sources (e.g., consulting and dual employment). The State Personnel Manual describes rules for the payment of employees subject to the State Personnel Act (SPA). The following paragraphs are not intended to supersede the guidance of UNC General Administration, the Office of State Budget and Management, or the Office of State Personnel.

II. Limitations on Compensation for EPA Personnel

A. General Policy: Academic Year Compensation

For a full-time member of the faculty or EPA professional staff, the salary approved by the Board of Governors (through the BD-119 process) is the full compensation to be expected during the period of appointment. No additional payments may be made for University duties, which are generally related to the position to which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled. Regardless of the salary source, total compensation paid during the period of appointment cannot exceed the salary amount authorized in the current academic salary increase document, except as provided in Section III.E. Performing proposed tasks, other than exceptional cases listed in Section III, will require reduction in the other planned responsibilities of the faculty or professional staff member. For example, arrangements are to be made for release time if faculty members are to conduct sponsored program activities during the regular term.

Upon appropriate approvals, individuals with appointments of less than full time during an academic or fiscal year can increase their commitment up to full-time with additional compensation. However, in no event may the effort of an individual exceed full-time commitment, unless specifically authorized as an exception as provided in Section III.

Arrangements may be made to pay an individual from fund sources from more than one division. Such arrangements will require in advance the signatures of the Provost or Vice Chancellor of each division affected.

B. General Policy: Periods Outside the Academic Year

For a nine-month appointee, total compensation earned from all forms of work done during the summer (such as continuing education activities, teaching Summer School, and research and curriculum development activities) cannot exceed one-third of the current nine-month salary. The level of compensation awarded to faculty members for teaching activities performed by faculty members during the summer months or other periods not included in the base salary, regardless of the source of funds, will be based on the normal policy of the institution governing compensation to faculty members for teaching assignments during such periods, as stated in the *Handbook for Faculty*.

The level of compensation awarded for participation in sponsored program activity during the summer months will be determined for each employee at a rate not in excess of the base salary divided by the period to which the base salary relates and will be limited to charges made in accordance with the other parts of this section. The base salary period used in computing charges for work performed during the summer months will be the number of months covered by the faculty member's official academic year appointment.

III. Exceptions to the General Policy

A. For Additional Teaching

Generally, additional compensation is paid for continuing education activity. UNCG policy limits continuing education teaching to one course overload per semester.

Approval also will normally be granted for additional compensation for conducting non-credit short courses, seminars, workshops, and conferences for continuing professional education and special lectures and forums for the personal enrichment of interested citizens.

EPA nonfaculty employees, whose duties are tied to the normal workweek schedule of the University, are allowed to take on a University teaching responsibility for additional compensation. This teaching responsibility must be carried out at times other than during the normal working hours established for full-time employment responsibility. Otherwise, such teaching will not be compensated.

Teaching at another institution in The University of North Carolina system is covered under the statewide "Policy on Dual Employment," and approval is obtained via completion of a Form CP-30. Payment is made by The University of North Carolina at Greensboro with funds transferred from the sister institution.

B. For Taking on Additional Responsibilities Other than Teaching

1. Rotational Assignments

Academic units sometimes rotate certain administrative responsibilities among members of their faculty on a regular basis. An example of rotating assignments for which extra compensation has traditionally been approved is coordination of graduate programs.

2. Interim or Acting Appointments

Appointments to a higher level of administrative responsibility (e.g., interim department chair) traditionally have been compensated at a higher annual rate.

Normally, rotational and interim assignments and compensation will be reflected in the academic salary increase document prepared in August. Subsequent assignments will be included as amendments to this document (BD-119). Long-term assignments will be reviewed/approved by the Chancellor (or his/her designee) upon the recommendation of the Provost or appropriate Vice Chancellor.

3. Special Projects: Faculty

When a dean determines that a project must be conducted during the period of appointment of a faculty member and that it is not practicable to arrange for release time due to short lead-times or short project duration, and when the cognizant department chair certifies that the work can be done so as not to interfere with a faculty member's normal duties, the Provost may authorize a supplemental payment to the faculty member for work on the project. No person should begin work for which supplemental pay is expected without prior approval from all authorizing officials.

4. Extraordinary Situations: EPA Nonfaculty

In extraordinary, extenuating circumstances, EPA nonfaculty may receive additional compensation for non-teaching activities that are unrelated to the employee's normal duties. These activities must not interfere with the employee's normal duties and must be carried out at times other than during the normal working hours established for full-time employment responsibility of that staff member. Such exceptions must be approved in advance by the Provost or Vice Chancellor of the affected division and the Chancellor.

5. Athletic Personnel

Athletic personnel may receive additional compensation for services rendered through the operations of conducting clinics and summer sports camps. Such additional compensation, paid in accordance with this provision, cannot exceed the net proceeds of these operations after consideration of all costs. Head athletic coaches may also endorse products or services and participate in sports camps, subject to the limitations stated in the Board of Trustees' policy statement on "Employment of Head Coaches." Compensation for such activities is addressed in Section V (Endorsements) and Section VI (Sports Camps) of the Trustees' statement.

C. Intra-University Consulting

Since intra-University consulting is assumed to be undertaken as a university obligation requiring no compensation in addition to full-time base salary, the principle also applies to faculty members who function as consultants or otherwise contribute to a sponsored agreement conducted by another faculty member of the same institution. However, in unusual cases where consultation is across departmental lines or involves a separate or remote operation, and the work performed by the consultant is in addition to regular departmental assignments, any charges for such work representing extra compensation above the base salary are allowable provided that such consulting arrangements are specifically provided for in the agreement or approved in writing by the sponsoring agency.

D. Sponsored Program Activity

Sponsored program activity does not normally constitute extraordinary or exceptional projects for consideration by the Provost for supplemental payment.

E. Maximum Payments for Exceptions

When exceptions have been granted for individuals other than athletic personnel, the total amount of payments for these projects may not exceed 25% of current salary. The total amount of payments for athletic personnel must be approved by the Chancellor, or his/her designee, in accordance with NCAA policy.

F. Fringe Benefits

Mandatory employer contributions for fringe benefits must be funded from the same source as the additional compensation.

IV. Procedure

Specific guidance dealing with rates and limits of additional compensation, timing of approvals, method of payments and deductions, and work requiring participation from members of two or more units or divisions is available in the Office of the Vice Chancellor for Business Affairs or the Provost.

V. Effective Date

This policy shall become effective immediately upon approval by the Board of Trustees of The University of North Carolina at Greensboro.