

Salary Rules and Policies When Assigning Summer Employees

Background

The Research Foundation (RF) has established summer-only assignments to

- recognize the academic work schedule of colleges and universities.
- comply with the SUNY Board of Trustees' policy on academic year obligations.
- comply with OMB Circular A-21 "Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions."

A Research Foundation summer-only employee has an assignment between May 1 and September 30 that does not exceed four months in duration and does not include the period of academic obligation established by the operating location.

Policy

All RF appointments must be approved in accordance with RF policies and procedures, comply with RF position titles and standards, and comply with federal and state laws and regulations regarding tax information.

The appointment of a State University of New York (SUNY) faculty member or professional employee to the Foundation's payroll through a summer-only or extra-service assignment must also be approved in accordance with SUNY policies and procedures.

A waiver to extend summer-only employment for a SUNY faculty member beyond two months must be approved and signed by the campus president or designee, who may approve summer-only employment for a longer period, not to exceed three months, provided that

- the period of proposed employment does not overlap any part of the academic year obligation, and
- grant or sponsor policy does not otherwise restrict or limit such employment.

The waiver must be retained.

The policy for regular employees applies to summer-only employees with the additional requirements and exceptions in the sections that follow.

Refer to [Salary Rules and Policies When Assigning Regular Employees](#) for policy and responsibilities associated with establishing salaries for regular employees.

Additional Requirement

According to SUNY policy and OMB Circular A-21, the salary rate for a SUNY faculty member with an academic year obligation appointed to the Foundation's payroll through a summer-only assignment must not exceed the faculty member's base full-time salary rate divided by the number of months covered by the faculty member's academic year obligation.

Exception to Policy

SUNY faculty salaries may exceed the maximum of the Foundation pay range without additional approvals when SUNY faculty summer-only assignment salaries are consistent with SUNY summer salary rules.

Pay Rates Above the Maximum

The approved range for [Salary Schedule 3 - Research/Clinical Investigator Classification Series](#), and the associated titles (with links to position standards) are provided in the Salary Administration area, under Personnel Administration.

A pay rate that exceeds the maximum of the established pay range for a title may be entered into the RF's computerized business system.

Note: The report, [Salary Review Report](#) is used to monitor salaries. The report may be used to determine when an employee's salary level is above the grade maximum requirements. Pay rates above the maximum are monitored by operating locations.

Associated Responsibilities

The *Research Foundation operations manager* and the *project director* are responsible for ensuring that the salary for a summer-only assignment does not exceed the faculty member's base salary divided by the number of months covered by the faculty member's academic year obligation.

Change History

- **July 8, 2010** - Updated 'Pay Rates' section with current report name.
- **March 15, 2001** - Corrected "Exception to Policy."
- **December 11, 2001** - Changed "base salary" to "base full-time salary rate" in the section "Additional Requirement."

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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