



## PAYMENTS FOR SUMMER SESSION/SERVICE FOR FACULTY AND INSTRUCTIONAL ACADEMIC STAFF

**AUTHORITY:** [UW System Unclassified Personnel Guideline #4](#) (11/29/2004)  
[UW System Academic Planning Statement-4](#) (2/1//2000)  
<http://docs.legis.wisconsin.gov/statutes/statutes/16/III/417/2>  
[UW System Financial and Administrative Policy F18](#) (4/29/2003)  
[UW System Financial and Administrative Policy F29](#) (12/1/2004)  
[Office of Management and Budget, Circular A-21](#) (05/10/2004)

### 1. SUMMER PAYMENTS: GENERAL PAYMENT LIMITATIONS

- a. Approvals for all summer payments must be obtained from chair/director, the Division Head and Area Leader (or designee) *prior* to the starting date of the summer session or summer service. Exceptions will be made only for the most extraordinary circumstances (such as sudden illness, death, or other circumstances that could not have been anticipated). The attached Request for Summer Session/Service form must be used whenever a request is made.
- b. Federal cost principles do not permit charging more than 100% of an individual's base salary to federal awards and/or nonfederal funds that are used as cost sharing on a federal award. Individuals on federal funding that are on an annual (12 month contract) will not be eligible for additional payments no matter the source of additional funding. The only exception to this restriction is where the arrangement has been specifically provided for in the award or approved in writing by the sponsoring federal agency.
- c. Summer session/service payments for academic year employees for teaching, research and/or any other University service is not included in workload cap policy established for the Academic Year.

### 2. SUMMER PAYMENTS: MONITORING

The Provost, in cooperation with the appropriate Division Leader (or designee) shall be responsible for monitoring all summer payments and shall provide the UWS Office of Academic Affairs, upon request, a list of persons receiving payments.

### 3. SUMMER SESSION/SERVICE PAYMENTS

[UW System policies](#) state that compensation received in the summer period may not, in aggregate, exceed 2/9ths of the academic year salary of the person appointed unless an explicit exception is granted by the Chancellor or designee, regardless of source of funds. At UWGB, any unclassified employee on an academic year appointment must obtain prior approval from the Division Head for payments, in aggregate, of 2/9ths or less during a given summer period and from the Area Leader (or designee) for summer payments, in aggregate, resulting in compensation in excess of 2/9ths of academic year salary. The following conditions apply for summer payments in excess of 2/9ths:

- a. Faculty and instructional academic staff are eligible to receive a maximum of 3/9ths summer salary in any given summer.
- b. The combination of all summer session/service payments in any one summer may not exceed 3/9ths of the employee's academic year salary.
- c. Employees receiving 3/9ths summer service payments commit 100% of their time during the entire three month period. This precludes the possibility of summer vacation time.
- d. Requests for summer session/service payments for work done during the academic year are not allowed.



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- e. In determining whether a payment qualifies as a summer session/service payment, the controlling factor is the period the work is performed.

This policy and procedure (and attached forms) are approved by the Chancellor:

A handwritten signature in black ink, appearing to read "Thomas K. Harden".

Thomas K. Harden, Chancellor

11-14-13

Date