Procedures and Guidelines for 2018 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 Academic Affairs website: http://und.edu/provost/policies-procedures-resources.cfm to be printed on your departmental letterhead. The Letter of Understanding template is provided for current full-time time benefited and part-time UND or NDUS employees and new employees.

Please prepare only one Letter of Understanding for each individual and include all courses being taught and other UND compensated summer activities in the letter. Utilize the chart found in 2.c. of these guidelines to identify the session dates under Section 1 of the LOU.

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 Academic Affairs or Grants & Contracts, prior to the start of the summer session to be taught. Payroll forms directly submitted to Grants & Contracts will have a sponsored funding source and require their approval prior to submission to Academic Affairs.

If the faculty member being appointed is from a college other than the appointing college, an approval signature from that faculty’s home college is required. The appointing college will submit the Payroll form to the faculty member’s home college Dean’s Office for review prior to

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.

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 calculated and 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 14-June 1 (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 14-June 22</td>
<td>May 16</td>
<td>June 30</td>
<td>3</td>
</tr>
<tr>
<td>Second six week-6B</td>
<td>June 25-August 3</td>
<td>June 16</td>
<td>August 15</td>
<td>4</td>
</tr>
<tr>
<td>Mid six week</td>
<td>June 4-July 13</td>
<td>June 1</td>
<td>July 15</td>
<td>3</td>
</tr>
<tr>
<td>Nine week</td>
<td>May 14-July 13</td>
<td>May 16</td>
<td>July 15</td>
<td>4</td>
</tr>
<tr>
<td>12 week</td>
<td>May 14-August 3</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:
- H06 for Summer School teaching. Duties include instruction, grading and curriculum development.
H05 for Summer Salary which is any non-teaching duties.
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 appointments,
512005 for student,
517005 for GTA/GSA/GRA,
515010 for faculty overloads, and
511005 for staff overloads.

d) OPTIONAL ARPF PROCESS: One ARPF should be used for employees with multiple courses if the payment is for activity in one session and the salary for that session is paid from one earning code and funding source. Example: Professor X teaches three courses in the “three week session” at $1000.00 for each course ($3000.00 total). All funding is derived from the same earning code and funding source. The ARPF would look like:

1. Actual earning begin date: May 14 Actual earning end date: June 15
2. Pay period begin date: May 1 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 canceled:

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

Important Note: The employee must have a currently active single occupant position and this position cannot be termed during the time period in which they will be paid. Terminating the position that you are attaching the Additional/Reduce Pay form (ARPF) to will cause the ARPF 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) 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 Academic Affairs website under “Academic Resources,” then go to “Academic Resources/Policies, Procedures and Resources) and
      ii. A current 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 had a 1 year break in employment from UND must complete the I-9 form at an E-Verify site prior to starting work and initiate a Criminal History Records Check. The E-Verify site will provide them with the new employee packet. Without this paperwork, Payroll forms cannot be processed; and Empi IDs cannot be issued.

e) Prepare an Add/Reduce Pay Form (ARPF) for ALL sessions 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 Academic Affairs, 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, 2018

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,
   a. 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.
   b. Then create an *ARPF* stating class dates and pay dates as outlined.
c. 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 and initiate a Criminal History Records Check 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:
   a. Create a *JDHF,* changing the $ from last semester’s rate to “$0” compensation.
   b. 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. Notification to the registrar is achieved through completion and submission of the Master Class Schedule-Class Cancellation Form, which can be found here:  [http://und.edu/academics/registrar/faculty-staff-forms.cfm](http://und.edu/academics/registrar/faculty-staff-forms.cfm)

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.

6. Summer Salary Compensation/Limitation:

In accordance with Faculty Handbook Section I-3.2, faculty having nine-month contracts may be employed for up to three full months’ salary providing the employment and/or salary payments do not violate state and/or federal regulations, University regulations, or the sponsoring agency’s regulations. Faculty exceeding three months’ salary over the summer session will require overload approval.

For academic year (9-month contractual) appointed faculty, UND allows for the maximum of an additional 3/9ths of the institutional academic year base salary (Base Salary) to be earned for work performed during summer session. The base salary is to be used to calculate the summer monthly compensation. Not included in the
base salary calculation, are the following: overload appointments; extended learning appointments; all
administrative stipends; monetary awards; or endowed professorships.

Example: Professor X’s 9-month contracted 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.

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.

• Summer Salary Limitations with Grant, Cooperative Agreement or Contract Funding

The following is being provided for faculty with nine-month appointments and being paid on a grant,
cooperative agreement or contract during the summer.

  o 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-
5.1.2 of the Faculty Handbook

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

  o 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.

  o Base salary used for computing summer salary will be the 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. 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. For example, a nine-
month faculty member with a base salary of $90,000 for the current academic year ending May
15th would have a summer salary rate of $10,000 per month ($90,000/9 months = $10,000).

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

  o Normal research assignments are not considered overload.

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

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 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. SBHE Policy 610; N.D.C.C. §15-10-13.2.

8. Criminal History Record Checks

Please follow UND’s policy for Criminal History Background Checks: Individuals who have had a 1 year break
in employment from UND 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.

9. Effort Reporting

Each school and college is responsible for ensuring compliance with federal and UND policy on effort reporting.
Effort Reporting Policy can be found here: Research and Economic Development Policy, Section 1-2.
10. Equal Employment/ Affirmative Action Documentation

Departments must adhere to the University’s Equal Employment Opportunity Policy Statement when recruiting and selecting summer session employees new to UND.

A Request to Appoint form must be completed for all professional and part-time faculty hires. All applicants must be 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. Completing this form is voluntary. All information collected on the form will remain confidential and separate from employment applications.

11. Affordable Care Act

The Affordable Care Act (ACA) employer mandate requires UND to measure hours and potentially offer health insurance coverage to employees whose hours reach an average of 30 hour per week threshold. In general, UND must offer health insurance coverage to all employees who are reasonably expected to be full-time (i.e., to work an average of 30 hours or more 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 is compliant with ACA, the estimated work hours for non-benefitted individuals must be tracked. Under ACA, 2.67 hours of work for each credit hour taught should be used to calculate estimated hours worked. The UND ACA information page is available here: http://und.edu/finance-operations/human-resources-payroll/human-resources/aca-info.cfm.