

Faculty Senate Resolution #12-70

Approved by the Faculty Senate: April 17, 2012

Approved by the Chancellor: May 2, 2012

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies

In October 2011, the Chancellor returned for further study the proposed revisions to Subsection J. Salary Policies included in FS Resolution #11-81, stating:

I am holding the following resolution for further study:

Faculty Senate Resolution 11-81

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I.
Employment Policies, Subsection J. Salary Policies

This resolution is being held for further study for the following reasons:

1. Any policies, regulations and/or rules regarding salary should be considered for placement in the University Policy Manual.
2. No action regarding salary policies, regardless of whether placed in the University Policy Manual or the Faculty Manual, should be taken until the recommendations of the active work groups dealing with various salary issues such as supplemental pay, external professional activities for pay, and conflict of interest are brought forward.
3. The Office of the University Attorney should provide guidance in determining if salary policies or a PRR should include any reference to removal from payroll of an individual employed who no longer has valid work authorization.
4. Any salary policy/PRR should include the provision of the approval of the appropriate Vice Chancellor for overload compensation based on recommendation from the Academic Council.
5. The results of the study groups and the information from the OUA and the Academic Council will be considered in establishing salary policies.

Original revisions to subsection J. Salary Policies are noted in **bold** print and deletions in ~~strikethrough~~. Additional revisions to this subsection are noted in **yellow highlight**.

Revise and keep in the Faculty Manual.

This section will be updated when a PRR is published in the University Policy Manual.

“Salary Policies

Faculty annual salaries are paid semimonthly. New ~~employees~~ **faculty** receive the first payment on the first available payroll date as stated ~~on the employee-~~ **in the individual’s contract appointment letter**. When the 15th or last day of a month falls on a non-work day for the business office, distribution of payment ~~paycheck~~ will be made on the last work day prior to that day. Arrangements must be made with the payroll office to have all payments ~~paychecks~~ deposited in a local bank to the faculty member’s account. Salaries for summer teaching are paid in accordance with the ~~employee~~

faculty member's ~~contract appointment letter~~. **Nine month faculty salaries are paid in 24 installments from September 15 to August 31. Any appointment change that affects this will be included in the individual's ~~contract appointment letter~~.**

~~term I teaching are paid in three installments. Salaries for summer term II are paid in two installments, and salaries for 11-week summer term are paid in five installments.~~

Federal and state income tax withholdings are based off information furnished to the payroll office on the US Treasury Department Form W-4 and North Carolina Department of Revenue Form NC-4, respectively.

New Faculty and non-immigrant visa holders must complete an I-9 form and updated forms when required by Federal law. Criminal background checks will also be conducted on all new faculty **per the applicable policy statement.**

For a more detailed description on Salary Policies (e.g. overloads, summer overloads, research/creative activity, less than full time employees, etc.) please refer to: [ECU Policy Manual](#), [Human Resources](#), and [Financial Services \(payroll\)](#).

For a full-time member of the faculty or EPA professional staff, the salary approved by the Board of Governors is the full compensation to be expected during the period of employment. No additional payments may be made for university duties that 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 appointment letter~~, except for extraordinary situations that must be approved in advance by ~~the appropriate vice chancellor~~ **the supervisor, department chair or school director, dean and vice chancellor.**

Total Compensation

~~An individual's total annual salary compensation from all university sources may not exceed 133% of the annual nine-month base salary or 100% for a twelve-month employee during the twelve-month contract period without prior authorization from the appropriate vice chancellor.~~

~~Bonus amounts awarded to EPA or CSS employees as part of the Clinical Faculty Compensation Plan or Management Flexibility Act are not be included in the calculation of total annual salary compensation in the determination of the above amounts.~~

Less Than Full-time Employees

Upon appropriate approvals, individuals with appointments of less than full-time during an academic year 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 approved in advance; additional compensation must be proportional to the base salary rate and not exceed full-time equivalency unless specifically approved in advance.

Research/Creative Activity

It is expected that such other proposed duties or tasks may require reduction in other planned responsibilities of the faculty or professional staff member. For example, arrangements may be made for reassigned time or research contract "buyouts" if faculty members are to conduct sponsored program activities during the regular academic year. Sponsored program activity does not normally constitute extraordinary or exceptional projects for consideration for supplemental payment.

Overloads

Under extraordinary circumstances, overloads may be approved for faculty to teach additional for credit courses. This is only allowable if this does not cause a conflict of commitment with other assigned duties, and the faculty member has an appropriate workload prior to consideration of the overload.

Effective August 1, 2002, overload stipends for any purpose should normally be limited to one per academic year and only after the appropriate dean has granted prior approval and notified their appropriate vice chancellor. Pay rates for non-distance education overloads will be equated to the annual nine-month salary rate; i.e., pay per credit hour for overloads may not exceed the per credit hour nine-month rate based on a twelve credit hour per semester full-time basis. As per Administrative Memorandum 407, a second overload stipend for distance education purposes may be granted during an academic year, but only after prior approval from the appropriate vice chancellor. Units must ensure that overloads are necessary and should reduce reassignments for non-instructional purposes if at all possible prior to authorizing an overload stipend. It is preferable that overloads be kept to a minimum and be granted no more than once per academic year. Pay rates for distance education overloads may not exceed the published rates for summer school.

Summer Overloads

No overloads will be permitted during summer school sessions except in extraordinary circumstances and with prior approval. Compensation from any and all salary sources for summer employment may be arranged not to exceed three-ninths of the previous year's nine-month annual salary base rate. The pay rate from summer school funds and distance education summer school courses will be based on a percentage of the nine-month rate up to a published annual maximum per session. The specific rates may be obtained through the office of the Provost.

Work for ECU Outside the Home Unit: Prior approval to teach or perform other duties outside the faculty member's home unit is required from all involved administrative levels.

Salary Conversion Rate for Faculty

Information regarding salary conversion rates for faculty is detailed in individual contracts appointment letters or the applicable policy is referenced in individual appointment letters.

External Activities for Pay

The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI, Appendix I, of the *ECU Faculty Manual*. Individuals are expected to comply with these policies that include seeking prior administrative permission to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year. The External Activities for Pay forms and the Conflict of Interest Forms are available at www.aa.ecmedu/forms.

(Faculty Senate Resolution #03-14, March 2003)