

Administrators, faculty, and professional support personnel under full-time employment contract to the University of Nevada, Las Vegas are accountable to the University for 100 percent of the duties associated with their basic appointments. Employment commitments for professionals such as these are unique to universities. These professionals are viewed as persons capable of and committed to being involved in a multitude of related activities including teaching, research, creative endeavors, university/public service, and administrative duties. They are judged upon their contributions derived from these activities, and they are free to determine the allocation of their time with the object in mind that no responsibility shall be slighted. Unlike classified employees, for whom overtime pay is required, there are no work hour limitations for UNLV administrators, faculty, and professional support personnel. Time is a variable which must be applied to the accomplishment of tasks associated with the successful performance of a variety of regular duties.

Employment contracts for administrators, faculty, and professional support personnel are duty-based, not time-based. Full compensation for the performance of all regular duties is stipulated in the professional employee's basic appointment contract. Compensation over and above the employee's stipulated salary for a given base salary period, from University administered funds, is not allowed for performance of regular contracted duties.

In certain situations, however, compensation in excess of the base salary from University administered funds may be justified. It is the purpose of this policy to define extra-contractual/supplemental compensation as it relates to various personnel and situations, and to establish the review criteria and procedures for the payment of such compensation.

For the purposes of this policy, the academic year shall be considered as the period beginning the day the Provost sets as the reporting date for faculty for the fall semester, and ending the day of University commencement ceremonies for the spring semester. The academic year is the base salary period for "B" Contract employees, and for the purpose of calculating salary rates, it shall be considered to have a duration of 9 months (see "base salary period").

Includes consulting and other professional services provided to or for organizational units within the administrative control of the University of Nevada, Las Vegas. Intra-university professional work, except in unusual situations, is considered to be a contractual obligation of the employee for which extra-contractual compensation is not appropriate.

Includes all professional services provided to or for a public or private entity which is not organizationally a part of the University of Nevada, Las Vegas, or any other institutions within the Nevada System of Higher Education. For this type of work, the University is not party to any agreement, nor does it administer any related sponsored funding. The time/effort and University resources to be expended in the performance of these professional services are the major factors for evaluating the suitability of the proposed activity, rather than any direct receipt of payment by the person performing these services. These activities are addressed by a separate policy, the UNLV Policy on Private Professional Work.

The term used for the total salary amount to be paid to an employee over the applicable base salary period for a particular fiscal year. Stipulated salary amounts are those found in the University budget and/or the appointment contract for the employee. (Also may be referred to as "base salary.")

Administrators, faculty, and professional support personnel (for whom overtime compensation is not allowed) may not receive compensation from University administered funds in excess of 100 percent of stipulated salary for regular contractual obligations during the base salary period.

Compensation during the base salary period for the performance of additional temporary responsibilities and/or assignments may be paid in excess of the stipulated salary for all or part of that period if approval for compensation is obtained in accordance with this policy.

The total amount of approved compensation paid from University administered funds for additional temporary responsibilities and/or assignments shall not, however, exceed 25 percent of stipulated salary for the base salary period.

Compensation for personal services for the three month period outside the base salary period of "B" Contract employees may be paid from University administered funds at the rate normally not to exceed one-ninth per month of the employee's stipulated salary for the most current fiscal year. This compensation is to be paid as direct salary for personal services performed during this period on sponsored projects, summer school teaching, or other University sponsored activities. Compensation cannot be paid outside the base salary period for work performed during the base salary period.

Extra-contractual compensation during the three month period is subject to the same procedures and limitations as extra-contractual compensation during the base salary period. During this period the limit is 25% of three-ninths (one-third) of the base salary (or) 25.65% of P 4 of tod.nno (or) 3 e s5

The work does not involve the utilization of UNLV facilities, personnel, students, or other resources.

If the work does involve UNLV resources, it may be performed only if the sponsoring institution subcontracts or subgrants the work to UNLV and provides all direct and allowable indirect costs related to the project.

Without exception, all payments to University employees for extra-contractual compensation will be treated as salary. Payment will be made through the Payroll Office and will be subject to withholding and other appropriate deductions. Such payment will be authorized upon proper completion and full endorsement of a
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Additional temporary responsibilities and assignments for which compensation may be justified: (See Definitions)

Limits:

For "B" Contract personnel, compensation may not exceed 25% of stipulated salary for the base salary period or 25% of 1/3 the stipulated salary for the three months outside the base salary period.

For "A" Contract personnel, compensation may not exceed 25% of stipulated salary during the 12 month base salary period.

Sponsored projects subject to the provisions of Office of Management & Budget Circular A-21 (i.e. federally funded projects) prohibit the payment of extra-contractual compensation for intra-university consulting unless one of the following conditions is found to exist:

Consultation is across departmental lines, and the work performed is clearly in addition to the employee's regular departmental load; or

Consultation involves a separate or remote operation, and the work performed is clearly in addition to the employee's regular departmental load.

Extra-contractual compensation paid under these circumstances must be specifically provided for in the agreement or approved in writing by the sponsoring agency.

Direct Salary Payments:

"B" Contract employees may be paid direct salary from sponsored projects and other University administered sources for work performed during the period not covered under the regular academic year ("B") contract. Rates of pay ordinarily shall be based upon a nine month stipulated salary and prorated according to percent time and duration of the appointment outside the base salary period. These salaries are compensation for personal services rendered during a period the employee is under no contractual obligation to the University and are not to be considered as extra-contractual or supplementary compensation.

Limits:

Level of effort on any or a combination of personal services associated with

months' salary at the stipulated salary rate (25% of 1/3 of the "B" contract salary).

Example: A faculty member is budgeted in a research grant for three months of effort during the summer. The department chair needs to add a course during the first summer term in the faculty member's area of specialization, and the faculty member is requested to teach this course as an overload assignment. Compensation would be calculated as follows:

Faculty member's "B" contract salary amount = \$36,000

Amount budgeted in research grant (1/3 of \$36,000) = \$12,000

Allowable extra-contractual compensation (maximum) = $0.25 \times \$12,000 =$
\$3,000