



Category:  
HR / Labor Relations

Responsible Office:  
[Human Resources](#)

**Policy Title:**  
Summer Session Appointment and Compensation Rates

Document Number:  
8802

Effective Date:  
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This policy item applies to:  
State-Operated Campuses

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## Summary

The summer session compensation rates continue to be governed by the policies and schedules which have been in existence since 1968.

## Policy

Eligibility for appointment is determined and governed by other employment status as follows:

Full-time, academic-year obligation: Eligible for summer session service only during periods which do not overlap with the academic-year obligation. The campus president approves the academic calendar; thus, establishing the date at the start of the academic year upon which faculty are expected to assume the duties of their positions, and also the date at the end of the academic year after which the staff are free to undertake other commitments.

Full-time, calendar-year obligation: Eligible only for summer session teaching appointments under the usual rules for extra service, i.e., total extra service compensation for a calendar-year, including summer session, may not exceed 20 percent of normal, full-time basic annual salary.

Part-time, calendar-year obligation: Eligible for additional overlapping appointment not to exceed full-time total obligation.

Part-time, academic-year obligation: Eligible for additional overlapping appointment not to exceed full-time total obligation, or for any appointment during periods which do not overlap the academic-year obligation.

The following rates of compensation for full-time summer appointments of professional employees having an academic-year obligation is determined by applying the following schedule to the calculated annual academic-year salary.

| Length of Service | Maximum Percentage of Academic - Year Salary |
|-------------------|--|
| 1 week            | 2.67   |

|  |                 |
|--|-----------------|
| 2 weeks                                      | 5.33            |
| 3 weeks                                      | 8.00            |
| 4 weeks                                      | 10.67           |
| 1 month                                      | 11.11           |
| 5 weeks                                      | 15.00           |
| 6 weeks                                      | 16.00           |
| 7 weeks                                      | 18.00           |
| 8 weeks                                      | 20.00           |
| 2 months                                     | 22.22           |
| More than 2 months<br>Not to exceed 3 months | 11.11 per month |

The above are maximum percentages for full-time service. Part-time summer session appointments are to be made on a pro rata basis. Compensation at lesser amounts may be offered.

It is possible that for compelling reasons some exceptions to this policy must be granted; if an exception is sought, the request, with full explanation, shall be sent directly to the office of University-wide human resources. Unless and until authorization is given, no binding commitment may be made beyond the three month level.

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## Definitions

There are no definitions relevant to this policy.

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## Other Related Information

There is no related information relevant to this policy.

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## Procedures

### Summer Session Payment Instructions

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## Forms

There are no forms relevant to this policy.

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## Authority

Memorandum to Presidents dated June 12, 1979 from the vice chancellor for faculty and staff relations.

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## History

There is no history relevant to this policy.

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## Appendices

There are no appendices relevant to this policy.

