

SPONSORED PROGRAMS - WORKLOAD AND COMPENSATION GUIDELINES

The following regulations and policies govern University compensation for work performed to fulfill the grants and contracts scope of work.

- **2 CFR [Code of Federal Regulations] - Subtitle A Chapter II Part 200 Subpart E Section 200.430 -Compensation - personal services.**
- **The UNC Policy Manual 400.3-4 - Monitoring Faculty Teaching Workload**
- **UNCW Policy 08.135 Supplemental Payment for UNCW Employees**
- **UNCW Academic Affairs Policies/Reports: Faculty Workload Policy dated 4/25/2018**
- **UNCW Faculty Handbook Chapters 4-5**
- **College of Arts and Science Workload Policy**
- **Watson College of Education Workload Policy**
- **College of Health and Human Services Workload Policy**
- **Cameron School of Business Workload Policy**

2 CFR 200.430 Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards – Compensation-personal services.

- **General.** Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including but not limited to wages and salaries. Costs of compensation are allowable to the extent that they are Reasonable, Consistent with entity's policies and government statutes, Appropriate for the approved scope of work, and Allowable under the terms and conditions of the award.
- **Bonus Compensation.** Allowable to extent the overall compensation is determined to be reasonable and pursuant to an established plan followed consistently. [UNCW across the board Bonuses regardless of performance are allowable. Merit bonus are not allowable.]
- **Salary Basis.** Allowable at the Institutional Base Salary rate. Federal Government shall not be charge more than its proportionate share of IBS for that period, i.e. adjusted accordingly to correspond to time frame of work/effort to be performed.
- **Intra-Institutional High Education (IHE).** Consulting across departmental lines or that involves separate or remote operations, and is in addition to regular responsibilities. Additional compensation above IBS is allowable provided that such arrangements are specifically provided for in the Federal award or approved in writing by the Federal awarding agency.

- Extra Service Pay. Normally represents overload compensation, subject to institutional compensation policies for service above and beyond IBS. Where extra service pay is a result of Intra-IHE consulting, overload is allowable if following conditions are met:
 - a. Based on institutional based policies applied consistently across federal as well as non-federal funding for all overload compensation.
 - b. Non-federal entity has a consistent written definition of work covered by IBS which is specific enough to determine conclusively when work beyond that level has occurred.
 - c. Commensurate with the IBS rate of pay and amount of work performed.
 - d. Salaries, as supplement, fall within salary structure and pay ranges established by and documented in writing by non-Federal entity.
 - e. Total salaries charged to Federal awards including extra pay are subject to Standards of Documentation prescribed in 2 CFR 300.430(i)

UNCW is a Masters (Comprehensive) I:

According to The UNC Policy Manual the standard faculty teaching load is six (6) organized class courses per faculty member in a given academic year. The 6-class requirement is equal to 18 credit hours per academic year made up of nine (9) credit hours per each academic year semester.

UNCW Faculty Workload:

According to Academic Affairs Faculty Workload Policy the full workload of a full-time (1.0 FTE or 100%) faculty member is the sum of that individual's teaching, scholarship and service (including administrative) activities. An assignment of 9 credit hours per semester is considered standard teaching load for faculty also engaged in scholarship, service or research. Faculty not engaged in scholarship, service or research have a teaching load of 12 credit hours. Each course being equal to 3 credit hours of instruction.

UNCW Supplemental Pay:

Supplemental Assignments are considered temporary assignments lasting no more than 12 months.

In-Contract Supplemental Pay generally cannot exceed 20% of Institutional Base Salary (IBS). If operational need or other compelling circumstances arise, supplemental pay may exceed 20% threshold but must be approved by the appropriate Vice Chancellor. In addition, supplemental pay funded by federal awards must have sponsor written approval and must be included in Proposal Budget and Budget Justification. Federally funded supplemental pay in-contract shall not exceed 20% of IBS in any given month.

Out-of Contract Supplemental Pay shall not exceed the annual base salary (IBS) divided by the number of contract/appointment months multiplied by the number of out-of-contract months.

Out-of-contract supplemental pay for any out-of-contract month cannot exceed the IBS divided by number of contract/appointment months.

For example:

A nine (9) month EHRA Faculty employee with annual salary of \$45,000 would have a summer salary cap of \$5,000 per each summer month ($\$45,000/9 = \$5,000$) and a summer three-month cap of \$15,000 (3 months x \$5,000). Same applies to <9, 10 or 11 months on a prorated basis.

EHRA/SHRA:

Employees with less than 1.0 FTE (Full Time Equivalent) are eligible for supplemental pay at the part-time rate until they reach 1.0 FTE. Once 1.0 FTE is reached supplemental pay limit is applied.

Salary Increases:

Supplemental pay will not be adjusted retroactively to the period of assignment.

Awards:

Supplemental payments based on prizes or gifts for which some competitive process with no expectation of service or employee effort. Awards cannot be paid from general fund. [IT IS IMPORTANT TO NOTE THAT AWARD PAYMENTS ARE INCLUDED UNDER THE SUPP PAY EARNINGS CODE, WHICH MAKES THEM INDISTINGUISHABLE FROM SUPPLEMENTAL PAY FOR WORK/EFFORT. NOMINAL AWARD AMOUNTS ARE NOT VIEWED AS HAVING A SIGNIFICANT IMPACT ON EFFORT REPORTING.]

Release Time:

[This is equivalent to the term Buyout] Time spent on contracts and grant projects during the academic year [where the Buyout] releases the personnel expenditure on general funds *is not supplemental compensation*.

Course Reduction:

A reduction in faculty regular teaching load on a temporary basis, as approved by Department Chair *is not supplemental compensation*. [Such a release paid for by contract or grant is also considered a Buyout.]

Employment of Related Persons:

The department or office responsible for supplemental pay assignment must document any known relationship in accordance with UNCW Policy 08.190 - *Employment of Related Persons*. The department or office must certify that neither individual will have supervisory responsibility of the other and will not be in a position of influence or control of the terms and conditions of another related person's assignment. In such cases a written management plan must be developed, reviewed, and approved as required in Policy 08.190 prior to supplemental pay process.