

North Dakota State University

Policy Manual

SECTION 806

ALLOWABLE COST POLICIES – SUMMER SALARY FOR FACULTY AND STAFF

SOURCE: NDSU President

1. Faculty or staff members on less than twelve month appointments working on sponsored agreements during the break in their contract dates are entitled to collect salary for the percentage of time worked. Individuals employed during the break in contract dates may, to the extent allowed by the funding agency, receive compensation up to the equivalent of their current base salary per pay period. Less than full-time employment during the break in contract dates will be compensated accordingly.
2. If a faculty member is working on a sponsored agreement for more than one month, the salary earned for the summer must be collected in installments equal to the percentage of time worked each month.
3. All salary earned during the summer will be paid by use of a [Change Form 101](#). Change Forms must be signed by the Department Head, Dean and the Provost.
4. Change Forms for the break in contract dates are processed in the same manner as all other payroll forms. Forms for the 1st - 15th of the month are due the 15th and will be paid on the last working day of the month. Forms for the 16th - last working day are due the last working day and will be paid on the 15th of the following month.

Disclaimer: *Please note that this policy not only applies to summer salary, but also for other times when there is a break in contract dates.*

HISTORY:

New	July 1990
Amended	April 1992
Amended	August 2007
Amended	December 2009
Housekeeping	October 5, 2015