Policy *806* Version 1 *10/05/15*

**Policy Change Cover Sheet**

|  |
| --- |
| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | 806 Allowable Cost Policies – Summer Salary for Faculty and Staff |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: Housekeeping change removing reference to the Vice President for Academic Affairs Office and the Equity, Diversity and Global Outreach Office
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Office/Department/Name and the date submitted – Student Life / Mary Asheim / 10/5/15
* Email address of the person who should be contacted with revisions – mary.asheim@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
 |
| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**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](http://www.ndsu.edu/forms/). 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