

# The University of Wisconsin System UNCLASSIFIED PERSONNEL GUIDELINE #4

**SUBJECT: Unclassified Compensation**

Issued: 02/10/78  
Revised 5/1/2006

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Replaces 1/29/04 edition

## 4.01 PURPOSE

This guideline presents the laws, rules, policies and practices pertaining to salary setting and salary adjustments for limited appointees, faculty and academic staff members in the UW System, regardless of the source of funds supporting their salaries. Various statutory provisions and Board of Regents policies that govern annual and mid-year salary adjustments for unclassified staff are explained.

## 4.02 PERTINENT STATE LAWS AND REGENT POLICIES

To facilitate the presentation of a variety of requirements, which in verbatim form include complicated cross-references of statutory codes, the essential provisions are paraphrased below:

(1) Chapter 16

Section 16.417 places a \$12,000 limit on the amount a **full-time** employee may earn during the employment period for providing services in a different position within state service. This section applies to **overload** payments for work of an unusual, short-term, and non-recurring nature.

(2) Chapter 20

Section 20.923 (4g) authorizes the Board of Regents to establish and adjust the salary ranges for the System President, Senior Vice Presidents, and the Chancellors and Vice Chancellors (Provosts) at UW-Madison and UW-Milwaukee. The salary ranges for the Vice Presidents and the Vice Chancellors (Provosts) at the comprehensive institutions, UW-Extension and UW Colleges are contained in the recommendations the Director of the Office of State Employment Relations submits to the Joint Committee on Employment Relations for approval under s. 230.12(3)(e) [compensation plan for limited appointees, faculty and academic staff].

Section 20.923(5) requires that the Board of Regents assign non-deputy Vice Chancellors, and other officers with modified chancellor and vice president titles to salary ranges. Regent Resolution #8167, adopted June 9, 2000, delegates to the UW System President the authority to assign officers to Category A unclassified ranges.

(3) Chapter 36

Section 36.09(1)(e) sets forth the basic statutory authority of the Regents to set salaries of limited appointees, faculty and academic staff members.

Section 36.09(1)(h) directs the Board of Regents to allocate funds to the institutions giving consideration to the principle of equitable compensation for faculty and academic staff with comparable training, experience and responsibilities and recognizing the competitive ability to recruit and retain qualified faculty and academic staff.

Section 36.09(1)(j) provides that the Regents shall set the salaries of unclassified staff prior to July 1 of each year and shall designate the effective dates for payment of the new rates. Apart from general pay increases which must conform to the Joint Committee on Employment Relations approved pay plan, the Regents may authorize salary increases to:

- Correct salary inequities;
- Fund job reclassifications;
- Fund promotions; and/or,
- Recognize competitive factors

*[Note: Salary increases to recognize competitive factors must be reported to the Joint Committee on Finance, and the Department of Administration and the Office of State Employment Relations, before October 1 each year.]*

Section 36.09(1)(k) requires the Board of Regents to establish an academic staff title and salary range system.

*[Note: On November 19, 1991, the Attorney General issued an opinion (OAG 21-91) that the Board of Regents does not have the authority to increase the dollar values of the academic staff pay ranges. The Director of the Office of State Employment Relations is responsible for recommending the increases to the dollar values of the pay range minima and maxima as part of the pay plan recommendations submitted to the legislature's Joint Committee on Employment Relations.]*

(4) Chapter 230

Section 230.12(3)(e) gives authority to the Director of the Office State Employment Relations to submit pay plan proposals for limited appointees, faculty and academic staff, to the Joint Committee on Employment Relations. The Director's proposal shall be based on:

- The competitive ability of the Board of Regents to recruit and retain qualified faculty and academic staff;
- Data collected as to rates of pay for comparable work in other public services, universities and commercial and industrial establishments;
- Recommendations of the Board of Regents and any special studies;
- Prevailing pay rates;
- Costs and standards of living; and,
- The state's employment policies.

(5) Board of Regent Policies

From several Regent actions over the years, basic salary administration guidelines have evolved in the area of authority and responsibility delegated by the Board to the System President and the Chancellors.

Regent Policy Document 87-15 (Revised June 9, 2000, Resolution #8167 ) serves to delegate to the System President, authority to approve personnel transactions in which the planned rate of pay does not exceed 75% of the salary of the UW System President except for senior executives covered by Regent Policy 94-4 (adopted May 6, 1994 and revised October 10, 2003). Effective June 27, 2000, the System President further delegated this authority to each Chancellor.

Regent Resolution #8167 (adopted June 9, 2000) delegates to the UW System President authority to assign officers with modified Chancellor and Vice President titles to salary range pursuant to the requirement of s.20.923(5) Wis. Stats. The President is directed to assign officer positions to salary ranges based on functions performed, scope of responsibility, span of institutional influence, inter-institutional equity and market factors. If an officer position is created or redesigned, the institution should advise the System Human Resource office which will assign the position to a salary range. If a position becomes vacant and the duties remain unchanged, the position can be refilled under the range assigned with no further approval required.

Regent Policy Document 94-4 (adopted May 6, 1994 and revised October 10, 2003) serves to fulfill the Regent's obligations under s. 20.923(4g) Wis. Stats., to set the salaries of the System President, Executive Vice President, Vice Presidents, Chancellors and Vice Chancellors.

Regent Resolution #9058 (adopted September 9, 2005) directed that the Board of Regents shall review and approve as appropriate the total compensation package for the President and each Chancellor.

Regent Resolution #5980 (December 6, 1991) affirms the delegated authority of the President to monitor and maintain the unclassified title and salary structure and affirms the responsibility of the System President to take any and all necessary actions to ensure consistent use of the title and salary structure among the institutions.

Regent Resolution #9058 (adopted September 9, 2005) directed that all UW institutions shall be required to seek approval from the UW System President for all settlements involving the termination of a limited appointment. Such settlements shall be reported to the Board of Regents.

Regent Resolution #9058 (adopted September 9, 2005) directed when a ranked faculty member leaves an administrative limited appointment to return to his/her faculty position, the faculty member will be compensated at a salary rate consistent with other faculty members of the same rank in the department while considering years of service, previous salary as a faculty member, length of time served as an administrator and other factors normally considered when setting faculty salaries. The UW System Office of Human Resources shall approve all such salaries.

Annual pay plan guidelines approved by the Board reflect several basic compensation policies including:

- The combined annual pay plan awards will be within the state-approved pay plan limits;
- Merit/market recommendations for faculty shall be based on a systematic performance evaluation process that identifies positive contributions by the faculty member to the teaching, research, and public service and/or the support services inherent in the institution's mission. Consistent with Regent Policy Document 74-13 (adopted October 4, 1974), assessment of teaching faculty will include consideration of student evaluations;
- Merit/market determinations for academic, limited and other unclassified staff shall be based on a systematic performance evaluation program that allows supervisory assessment of meritorious performance;
- Each institution's methodology for identifying and assessing meritorious performance for faculty and academic staff shall be formulated where appropriate with representatives in each category, and shall be made known to affected employees;
- Each institution is required to submit its plans for distribution of the compensation adjustments to the System Office of Human Resources for approval before implementation can be accomplished;
- Race, religion, sex, national origin, age, handicap, political views or source of salary support shall not be factors in merit determinations;
- Systemwide faculty salary minima, instructional and research academic staff minima, and Category A academic staff salary range minima and maxima will apply to all new appointments and promotions;
- Notices to employees of their salary adjustments shall be withheld until the Board of Regents approves the annual budget or completes its review of salary rates above 75% of the President's salary; and,
- Salary adjustments for non-represented graduate assistants will be adjusted via adjustments to stipend schedules consistent with the state-approved pay plan.
- Annual pay plan guidelines are issued each year based on Regent action. The pay plan guidelines are issued from the UW System Office of Human Resources.

#### 4.03 COMPENSATION CATEGORIES

The unclassified title structure is divided into four broad compensation categories; A, B, C, and D. These categories reflect the compensation needs and practices applicable to the thirteen title groups described in UPG #1.

##### (1) Compensation Category A

Compensation Category A refers to the salary grade structure composed of 13 salary ranges, each with a dollar value minimum and a dollar value maximum. Administrative Directors, Administrative Officers, Program Managers and Professional academic staff title groups are assigned to Category A. Quantitative evaluation systems are directly applicable to the positions found in these title groups. The work levels typically reflect both personal growth and assumption of some level of managerial responsibility. As a result, the compensable factors include both recognition of education and experience as well as rewards for impact on an organization and the level of managerial responsibility assumed.

The salary grade assignment of each title is determined by title evaluation rating results at the full performance level. In the Administrative Director group, the Associate and

Assistant prefixes are assigned one and two grades below the rating level of the Director. In the Professional group, the Associate prefix is assigned one grade below the rating level of the No-Prefix level and the Senior and Distinguished prefixes are assigned one and two grades above the No-Prefix salary grade.

The dollar values of the salary ranges are derived from a market survey of comparable positions in the external competitive market. The midpoint of each salary range reflects an estimate of the market rates paid for comparable positions assigned to the same salary grade. The salary range structure for Category A jobs uses the standard 50% "range spread" with the salary range minimum set at 80% of the range midpoint and the salary range maximum set at 120% of the range midpoint. The dollar values of the pay ranges are determined by the state biennial compensation plan recommended by the Director of the Office of State Employment Relations and approved by the Legislative Joint Committee on Employment Relations.

(2) Compensation Category B

Compensation Category B refers to the salary structure applicable to Instructional (except Emeritus/Emerita and Military Science faculty) and Research academic staff titles. It is a structure of salary minima linkages to the ranked faculty. Individuals holding these titles do some portion of the work of faculty members and the jobs are defined in terms of a particular academic discipline. Typically, compensation awards are based on educational and experience levels plus ongoing personal development and growth. Moreover, given the nature of the work assigned, title evaluation is not appropriate for Category B.

Titles in this compensation category cover the gamut of disciplines. In the academic job market, these disciplines carry widely varying levels of compensation. Attempting to cover such a wide range of salary levels within salary range minima and maxima would result in ranges so wide as to be without much use. As a result, only minima are really appropriate for Instructional and Research academic staff titles. This situation is directly parallel to the use of salary minima (but not maxima) for the faculty ranks. The percentage linkages to ranked faculty are designed to reflect historical salary relationships between these positions and ranked faculty. Therefore, "target" salaries for Compensation Category B positions should reflect the appropriate relationship to the rank average salary within the discipline, school or college.

(3) Category C

In general, this compensation category is for specially defined or statutorily mandated positions. Although a salary range structure may apply, the salary range assignments are not determined by the title evaluation system applied to Category A positions. Academic Administrators, Academic Program Directors, Emeritus/Emerita and Military Science faculty, and Other Academic Staff/Limited title groups are placed in this compensation category.

(4) Category D

Compensation Category D refers to salary structures applicable to the Faculty, Employees-in-Training, Student Staff and Other Special Use title groups. Although the UW System establishes minima salary levels for ranked faculty, each institution is free to

establish a salary structure that exceeds those minima. Stipend rates for non-represented graduate assistants are established at the institution.

#### 4.04 GENERAL SALARY ADMINISTRATION GUIDELINES

(1) Delegation of Personnel Transaction Authority

Pursuant to Regent Policy Document 87-15 (revised June 9, 2000), the President has received delegated authority from the Board of Regents to approve personnel transactions involving positions in which the salary does not exceed 75% of the UW System President's salary. On June 27, 2000, the System President extended this delegated authority to the Chancellors to the extent that Chancellors may approve personnel transactions involving positions in which the salary does not exceed 75% of the President's salary.

Personnel transactions involving academic positions (e.g., Deans, Academic Program Directors, and ranked faculty) in which the salary exceeds 75% of the UW System President's salary, should be submitted to the UW System Office of Academic Affairs for review and forwarding to the Board of Regents for approval.

The Board of Regents shall establish the salary range for new Senior/Vice Presidents and Provosts/Vice Chancellors (Deputy) as provided in Regent Policy 94-4 through approval of the authorization to recruit. The President is delegated authority to set the salary at the time of hire within the salary range approved by the Board. Moreover, the President is delegated authority to make a base salary adjustment up to a specified level within 6 to 9 months of the date of hire.

Personnel transactions involving administrative positions (e.g., Administrative Director titles) in which the salary exceeds 75% of the UW System President's salary, should be submitted to the UW System Office of Human Resources for review and forwarding to the Board of Regents for approval.

(2) Authority to Establish Salaries Within Pay Ranges

The Chancellors shall have the flexibility to set salaries within the established pay range for the unclassified position title, subject to the limitations noted in Section 4.04 (1) above. Salary range dollar values are provided in annual pay plan instructions issued by the UW System Office of Human Resources. Although pay range dollar values may not be modified by the institutions, the institutions may establish higher salary minima for ranked faculty and instructional and research academic staff.

(3) Salary Range Limits Must be Honored

It is the responsibility of the President to maintain the integrity of the unclassified title and salary range system. Therefore, no salary rate may be established outside of the salary range minima and maxima dollar values for the title assigned.

- (a) In the event of a promotion or job reclassification, the salary rate must be equal to or greater than the salary range minima for the new title.
- (b) In the event an employee accepts a position assigned to a lower salary range and the employee's current salary is above the new salary range maxima, the new salary shall be set at a rate not exceeding the new salary range maxima.

(4) Extraordinary Salary Ranges

Although the unclassified salary range structure is designed to accommodate general market demands for unclassified staff, there are extreme market conditions for certain positions which require the approval of an extraordinary salary range in order to address documented recruitment and retention needs. In the event the institution finds evidence, by virtue of conducting a market survey, that an official salary range does not adequately capture the competitive market, the institution should submit published or developed survey data on salaries paid for comparable positions in the external market, to the UW System Office of Human Resources for review and approval of an extraordinary salary range.

5) Faculty Member in an Administrative Position and Return to Faculty position.

Except as required by s. 36.13(4)(c) Wis. Stats. (unranked, pre-merger faculty), faculty members who assume an administrative position for more than 50% time must be assigned to the appropriate administrative salary range for that position, and the salary for such appointment shall be within the salary range limits.

As directed by Regent Resolution #9058 (adopted September 9, 2005) when a ranked faculty member leaves an administrative limited appointment to return to his/her faculty position, the faculty member will be compensated at a salary rate consistent with other faculty members of the same rank in the department when considering years of service, previous salary as a faculty member, length of time served as an administrator and other factors normally considered when setting faculty salaries. The UW System Office of Human Resources must approve all such salaries prior to offering a salary to the returning faculty member. The salary request must include justification for the proposed faculty salary as well as the methodology used for determining the salary.

Regent Resolution #9058 (adopted September 9, 2005) further directs that limited appointees returning to the faculty with transition time for teaching preparation must develop the equivalent of a sabbatical proposal clearly outlining the work to be accomplished during the transition time. At the conclusion of the transition period, the faculty member must prepare a report of work accomplished during the transition period. The transition period should be no longer than one academic semester unless the person has served in a limited position for five or more years, whereby two academic semesters may be allowed. UW System approval of the transition plan is not required. However, the transition plan and subsequent report of work accomplished should be maintained in the institution's files and be available if there should be an audit of compliance with this policy.

(6) Academic Staff Member in a Limited Appointment

An academic staff member who assumes a limited appointment for more than 50% time must be assigned to the appropriate administrative salary range for that position, and the salary for such appointment shall be within the salary range limits. When an academic staff member leaves a limited position and the concurrent academic staff appointment does not specify a title and salary range entitlement, (i.e. an Academic Staff Z99 appointment) the title and salary range shall be determined based on the functions to be

performed in the academic staff appointment, and the salary upon return to an academic staff position shall be established within the salary range limits.

(7) Acting Appointment Salaries for Academic Administrators

Because Academic Administrators serve at the executive/policy making level, it is extremely important for an acting appointee to maintain leadership continuity during the search and screen process. The salary offered to an individual to serve on an acting basis can be an important factor in securing the temporary services of a highly qualified person.

UPG #5 identifies those academic administrator titles and/or salary thresholds that require the prior approval of the Regents, the System President or the Chancellor before an appointment can be made. The delegated authority for personnel transactions outlined in UPG #5 applies to acting appointments.

Modified President and Chancellor titles are subject to salary range assignment pursuant to s. 20.923 (4g), and (5), Wis. Stats. As a result, the salary established for an acting appointee cannot be less than the salary range minimum or more than the maximum of the applicable salary range for the position. Further, the following human resource compensation principles should be considered in setting the salary for acting appointments.

- (a) Normally the salary for an acting appointee should be set at a point less than the position will be paid when filled on a permanent basis.
- (b) Unless special market or other unusual conditions exist, the compensation level for an acting assignment would typically be below that of the former incumbent in the position.
- (c) An evaluation should be made to ensure that, to the extent possible, the salary offered for an acting assignment does not create inequities with comparable positions both within and between institutions in the UW System.
- (d) Generally, if the acting appointment includes significant increased responsibility, the person would be provided a minimum of a 5% increase. The higher base salary applies only during the period of the increased responsibility.
- (e) When a permanent appointment is made, the acting appointee can expect to be returned to his/her former position at a salary consistent with the salary the person had before assuming the acting appointment, plus any increases that the person would have received but for accepting the acting responsibility.

#### **4.05 TIMING OF SALARY ADJUSTMENTS**

- (1) In accordance with s. 36.09(1)(j) Wis. Stats., the Board of Regents must set salaries and their effective dates prior to July 1 of each fiscal year for the next fiscal year. Accordingly, salary rate changes for all continuing unclassified staff and positions except selected categories specifically excluded by the Chancellors [see 4.05 (2)] should be included in the annual budget prepared for consideration by the Board. New salary rates should be effective on the standard dates of July 1 or the beginning of the academic year, provided the necessary appropriations law has been enacted.

- (2) Chancellors may authorize different pay increase effective dates for specific categories of personnel which cannot reasonably be made to conform to standard appointment periods, e.g., fixed term appointees supported on gifts, grants, or contracts with anniversary dates that do not coincide with July 1 or the beginning of the academic year, non-continuing appointments for time periods shorter than the fiscal year or academic year, and coaches on sport season-oriented year appointments. However, state pay plan increases for these non-standard contract personnel should not exceed the state-approved compensation plan percentage. The Chancellor should maintain sufficient reserves within the state compensation plan percentage to accommodate compensation plan increases that could not be accomplished in the annual budget.
- (3) If necessary, adjustments governed by 4.06 may take effect at appropriate times throughout the fiscal year consistent with the delegation of authority limits specified in 4.04(1). However, to the extent possible, they should be included in the annual budget and their timing should be regularized.
- (4) Retroactive salary adjustments for personnel transactions are prohibited. However, the institution may establish a personnel transaction policy that establishes an effective date based on the date that documented materials are received by an appointing authority or office.

#### **4.06 SALARY ADJUSTMENTS OUTSIDE OF THE STATE APPROVED PAY PLAN**

The salary supplement allocation received by the institutions under the state compensation plan approved by the Joint Committee on Employment Relations and the Governor shall be used for all state compensation plan increases chargeable to GPR/Fee funds. No base funds, regardless of source, may be used to exceed the approved state compensation plan except as provided below.

Section 36.09(1)(j) Wis. Stats., permits the use of base budget funds for pay increases beyond the state pay plan, provided the increase is necessitated by:

(1) Title and Salary Range Changes Due to Career Progression

The title structure for academic staff in instructional, research and professional title categories is designed to offer career progression to academic staff commensurate with achievement of additional experience and satisfactory performance. Base budget funds may be used to support salary increases that accompany salary range advancement in a career progression track.

(2) Major Changes in Duties

Base budget funds may be used to support salary increases that accompany major changes in duties (job reclassification) such as a change in status from a professor to Dean, lecturer to assistant professor, or program manager to administrative director.

(3) Response to Competitive Factors

Base budget funds may be used to support exceptional salary increases to retain faculty, academic staff and limited appointees. The amount of such pay increases and the institutions at which they are granted for the 12-month period ending on the preceding

June 30 are presented by the UW System Office of Budget to the Board of Regents each September for transmittal to the Joint Committee on Finance and the Department of Administration and the Office of State Employment Relations, as required by state statute.

(4) Remedy of an Individual Case of Inequitable Compensation

Use of base budget funds for interim salary increases to correct salary inequities in documented, individual cases is permitted. Justification for adjustments over and above normal salary increases and falling within the scope of state or federal equal employment opportunity laws or regulations and such adjustments unrelated to state or federal laws and regulations must be verified by the institution's affirmative action officer.

(5) Remedy of a Group Case of Inequitable Compensation

Section 36.09(1)(h) Wis. Stats., directs the Board of Regents to allocate funds and adopt budgets for institutions while giving consideration to the principle of "equitable compensation for faculty and academic staff with comparable training, experience and responsibilities." Exceptional salary adjustments proposed under this section for groups of faculty should be submitted to the UW System Office of Academic Affairs for review and approval. Exceptional salary adjustments proposed under this section for groups of academic staff should be submitted to the UW System Office of Human Resources for review and approval.

#### **4.07 SENIOR EXECUTIVE SALARY TARGETS**

Section 20.923(4g) Wis. Stats., requires the Board of Regents to set salaries of senior executives according to a hierarchical structure established by the Board. Regent Policy Document 94-4 (adopted May 6, 1994 and revised October 10, 2003) established the following salary range principles as a guide in setting individual salaries subject to statutory limits, availability of funding, and other considerations such as performance:

*Because the cost of living is relatively lower in Wisconsin than many other states the midpoint of the salary range will be set at 95% of the peer median as an approximation of the regional cost of living differential for Wisconsin. The salary range will be 90-110% of the salary range midpoint as defined above.*

#### **4.08 OVERLOAD PAYMENTS AND TEMPORARY BASE ADJUSTMENTS FOR FACULTY, ACADEMIC STAFF AND LIMITED APPOINTEES**

The salary received by full-time faculty, academic staff and limited appointees is considered to be full compensation for university activity during the period of appointment. Unclassified appointees exempt from the provisions of the Fair Labor Standards Act (FLSA) are expected to expend the total effort necessary to complete their assignments without additional compensation.

The chancellor or designee may approve increased compensation in the form of an overload payment in cases where a temporary assignment is undertaken at another UW System institution, or an individual is asked to assume additional short-term responsibilities.

In general, options such as adjustments in the employee's other duties in order to release time to meet new responsibilities; a temporary base adjustment; or a purchase-of-load arrangement in

which funds are transferred into an employee's department or unit as a purchase of institutional time from the department or unit should be considered before overload payments are granted.

However, there are instances in which asking an employee to do more than his/her appointment requires is the only viable alternative and compensation is appropriate. There may also be other situations in which the individual is asked to assume on a temporary basis different duties and responsibilities within the full time appointment period such that the base salary for performing those functions needs to be examined. The purpose of this policy is to define the circumstances in which such payments may be provided, and to describe the associated statutory limitations on such payments.

(1) Overload Payments: General Policy

Overload payments may be made where:

- (a) With the consent of the employee, substantial additional work requirements are added to the duties of a full-time employee, in effect creating a workload exceeding 100% of the employee's time, and the need for the performance of the additional work is unusual, short-term or nonrecurring in nature;\* or
- (b) A full-time employee of one UW System institution accepts an institution-approved part-time appointment to perform services at another UW System institution, in addition to his/her full-time position.\*\*

\*Examples include a faculty member who teaches a mini- or inter-session course scheduled during the academic year that results in a teaching load that exceeds the institution's regular expected teaching load for the academic year; or a staff member who assumes some of the responsibilities of a vacant position during recruitment, in addition to his/her full-time assignment.

\*\*Examples include a full-time lecturer who accepts an appointment to teach a weekend course at another institution during the appointment period; or a staff member who continues to work full-time at his/her home institution while filling a position at another institution during recruitment.

(2) General Payment Limitations

- (a) Overload payments must be approved, in advance, by the chancellor or designee.
- b) Overload payments are subject to the limitation of s. 16.417(2)(a), Wis. Stats., which provides:

No individual other than an elective state official who is employed or retained in a full-time position or capacity with an agency or authority may hold any other position or be retained in any other capacity with an agency or authority from which the individual receives, directly or indirectly, more than \$12,000 from the agency or authority as compensation for the individual's services during the same year.

- (c) This limit is calculated on a calendar year basis.

- (d) Each UW institution is considered a “separate” State agency for purposes of the \$12,000 maximum.
  - (e) Appointments for less than a full calendar year (e.g. academic year appointments) are not full time appointments subject to the \$12,000 annual cap. Therefore, summer compensation for academic year employees for teaching, research and/or any other University service is not included in the \$12,000 annual cap, however is subject to the provisions of section (3)(b).
  - (f) Temporary base salary adjustments are not considered to be overload payments as provided under paragraph (7) of this policy.
- (3) Special Requirements and Limitations on Overload Payments in Specific Situations
- (a) *Mini-sessions during the academic year.* Faculty may receive overload payments for mini-sessions scheduled during the academic year when the addition of a mini-session or inter-session results in a teaching load that exceeds the institution’s regular expected teaching load for fall and spring semesters.
  - (b) *Summer session and post-commencement (-term) mini-sessions.* Budgets for mini-sessions conducted outside of the period of the nine-month academic contract period shall be included in the part of the annualized budget allocated to summer session activities of the institution. Compensation received from the University in the summer session should not in aggregate exceed two-ninths of the academic year salary of the person appointed unless an explicit exception is granted by the Chancellor or designee.
  - (c) *Inter-institutional instructional consulting or technical service on an overload basis.* One of the assumptions of merger was that the University of Wisconsin System should be able to arrange for the sharing of expertise among the various Units. Typically such sharing of expertise is considered part of what is expected of employees as part of their full-time employment. However, where the need for this inter-institutional service is in addition to a full-time appointment at the “home” institution and is short-term in nature, compensation on an overload basis may be appropriate.
  - (d) *Off-campus credit instruction.* Off-campus credit courses should, when taught by full-time faculty members during their appointment period, be considered in the institution’s definition of full-time teaching load. Institutions may find it necessary in order to maintain flexibility in the use of instructional funds and in adapting off-campus offerings to rapidly changing needs to staff some part of their off-campus credit offerings through use of overload payment and ad hoc employment. The UW System sets as a standard that no more than one-third of the staffing of off-campus credit instruction by any System institution be provided through overload or ad hoc arrangements and that such staffing be recommended by the relevant academic department or its functional equivalent and approved by the Chancellor (or designee).

The level of use of overload payment and ad hoc arrangements for off-campus credit instruction shall be monitored by each Chancellor or designee.

With reference to statewide outreach planning, UW-Extension has responsibility for the coordination of off-campus credit offerings as set forth in ACIS-5.4. When institutions are unable to budget for off-campus credit courses as a part-of-load, such courses will continue to be budgeted through UW-Extension. When that is the case, the provisions of ACIS-5.4, Section IV. C. apply.

For purposes of UPG #4.08 (3)(d), adjunct appointments are temporary appointments of persons employed to meet a particular teaching assignment. Such appointments are made to persons who are not members of the institutional faculty, its academic staff (such as clinical professors), or its graduate assistants. Also for purposes of UPG #4.08 (3)(d), any campus credit offerings scheduled and taught on campus through a campus extension division shall be considered within the same policy applying to off-campus offerings.

- (e) *Non-credit continuing education and public service programs.* The University of Wisconsin System commits itself to respond to the continuing education and public service needs of Wisconsin residents. To the extent that these needs can be anticipated for any regular budget period, budget arrangements should be developed to structure such assignments as part of the regular load of full-time faculty members.

If these assignments have not been anticipated, or cannot be accommodated in the regular load, overload payments may be authorized according to the policy and limits established in accord with this policy document.

With reference to statewide outreach planning, UW-Extension has responsibility for the coordination and budgeting of non-credit offerings as outlined in the April 1982 Regent's Policy and as set forth in the ACIS-5.

- (4) The Chancellor of each institution shall be responsible for monitoring overload payments and shall provide the UW System Office of Academic Affairs, upon request, a list of persons receiving overload payments.
- (5) Calculation of overload payments and charge backs shall be made pursuant to the methodology set forth in Financial Administration Policy (F29), Salary and Fringe Benefit Calculations for Unclassified Staff and Financial Administration Policy (F18), Inter-institutional Financial Transactions.
- (6) Amounts earned by an employee in excess of the limitation of s. 16.417(2)(a), Wis. Stats., are subject to forfeiture.
- (7) Temporary Base Salary Adjustments:

Temporary base salary adjustments should be utilized in cases where a full-time employee is appointed in an acting or interim capacity, or to assume temporary administrative responsibilities at a specified percentage of his/her full-time position with concomitant release from usual and customary responsibilities.\*\*\* These adjustments do not constitute overload payments. The level of the base salary adjustment appropriate for the new assignment is determined pursuant to UPG 4.04 (7).

\*\*\* Examples include appointing an assistant director to serve as acting or interim director during the recruitment process, or a faculty member assuming a half-time temporary appointment as an associate vice chancellor.