

3356-7-48 Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff.

- (A) Policy statement. Externally funded grants and contracts enable the university and its employees to participate in scholarly, creative activities. In support of these activities, it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties and for those employees to receive pay for additional services.
- (B) Parameters. The sponsors of grant awards establish guidelines and compliance requirements to serve their stakeholders and/or taxpayer public interests. All supplemental payment requests from externally funded grants, sponsored programs and contracts (through the office of research) must be approved prior to the activities for which compensation is sought. The parameters and criteria defining salary compensation are determined by university policy, collective bargaining agreements, and federal compliance regulations.
- (1) Payment to faculty.
- (a) Per Title 2, C.F.R. 200.400 to 200.431, the “Uniform Administrative Cost Requirements, Cost Principles, and Audit Requirements for Federal Awards,” “Charges for work performed on Federal awards by faculty members during the academic year are allowable at the IBS [institutional base salary] rate. Except as noted in paragraph (h)(1)(ii), in no event will charges to Federal awards, irrespective of the basis of computation, exceed the proportionate share of the IBS for that period. This principle applies to all members of faculty at an institution. IBS is defined as the annual compensation paid by an IHE [institute of higher education] for an individual’s appointment, whether that individual’s time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the IHE. Unless there is prior approval by the Federal awarding agency, charges of a faculty member’s salary to a Federal award must not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award.”

Youngstown state university (“YSU”) accepts the federal definition of “incidental work” as any work in excess of normal for the individual for which supplemental compensation is paid by the institution under institutional policy. To be consistent with the faculty collective bargaining agreement between YSU and the Ohio Education Association (hereinafter referred to as “YSU/YSU-OEA CBA”), compensation for incidental work is at the equivalent rate as overload pay. “Overload” refers to those activities beyond the standard twenty-four workload hours during an academic year that are normally assigned. Based on YSU/YSU-OEA CBA language, for overload, twelve workload hours are equivalent to the normal workload of a full-time faculty member normally employed for forty hours/week.

- (b) Faculty salary rate structure (for federal and state grants).
- (i) During the academic year, external grant funds are used to provide workload reallocation (reassigned time or supplemental pay). A faculty member may receive supplemental pay for project activities that do not overlap with regular workload assignments or other grant-related activities with appropriate documentation. Further additional compensation can be provided for those activities defined as “incidental work,” as described in paragraph (B)(1)(b)(i) of this policy, and shall be paid at a rate consistent with standard overload pay. “Overload” refers to those activities beyond the standard twenty-four workload hours during an academic year that are normally assigned.
- (ii) Dependent upon the guidelines of the federal grant sponsors, faculty may receive up to three months of additional salary. Supplemental pay from externally funded grants, sponsored programs, and contracts may not be received by faculty and professional/administrative staff while on leave from the university. Payments are to be at a rate

based upon the individual's IBS. This rate structure may not exceed the university-established base salary (according to Title 2, C.F.R. 200, the "Uniform Administrative Cost Requirements, Cost Principals, and Audit Requirements for Federal Awards"). The YSU/YSU-OEA CBA specifies a maximum of nine teaching hours to be full-time for summer. For payment purposes in the summer, nine workload hours is considered full-time, with the nine hours being a combination of teaching hours plus research hours (hence, three credit hours is the equivalent of one month during the summer). Any additional compensation is based on the overload rate described in paragraph (B)(1)(a) of this policy for grant project activities with appropriate documentation.

(c) Payments from private sources, including businesses. There are no upper salary rate limits on payments received from the private business sector. However, minimum payments may not be less than those charged to federal grants and contracts. During the academic year, sponsor funds will first be used to cover reassigned teaching time. Additional compensation during the academic year or summer will use a minimum of the prorated annual salary or the overload rate. The sponsored program agreement with a company must be preapproved and finalized through the associate vice president for research. Specific duties associated with this compensation cannot be the same or overlap with those funded by an existing, concurrent grant, sponsored program, or contract.

(2) Payment to full-time professional/administrative staff.

(a) Under most circumstances, full-time professional/administrative staff are not be eligible for supplemental pay since these employees have twelve-month, full-time appointments or salaried positions. Full-time professional/administrative staff cannot request supplemental pay compensation for any function that is part of their job description and duties and are not eligible for

additional compensation for externally funded activities, except when those activities may be classified as supplemental and incidental that is unrelated to their current duties, such as filling short-term staffing needs or in support of other unanticipated situations.

(b) When supplemental compensation is to be paid, the rate of pay will be based on a prorated or equivalent hourly basis. Compensation is permitted and shall not exceed the lesser of twenty per cent of the annual salary or ten thousand dollars during any fiscal year. The specific duties and timeline on the externally funded grant or contract must be detailed clearly and preapproved.

(c) Department chairs.

(i) During the summer terms, department chairs (having twelve-month appointments) may wish to undertake grant-funded work that can generate supplemental pay during the summer terms. Chairs are permitted to receive three workload hours of salary at their respective faculty rate.

(ii) During the academic year, chairs may receive supplemental pay for incidental work for project activities during evenings and on weekends with appropriate documentation.

(3) For further information on supplemental pay, see university policy 3356-7-46, "Supplemental Pay for Faculty and Professional/Administrative staff."

(C) Procedures.

(1) Requests to make and/or receive supplemental compensation from an external grant, sponsored program, or contract must be approved prior to any work being assigned or undertaken. The request for payment must be a justifiable expenditure, as documented in the formal grant budget awarded by the external sponsoring agency. In all cases, supplemental compensation to faculty, administrative staff, and department chairs is subject to the

approval by their respective dean, unit head, vice president, or the provost. The principal investigator (“PI”) authorizes payment to an employee on a “Request for Grant-Funded Supplemental Pay” form, which must be submitted to the associate vice president for research for approval prior to any grant work being initiated.

- (2) Both the PI and the payee attest that the activities for supplemental compensation were performed as described. The PI and payee are expected to document their times spent on federally funded grant activities, as instructed by the office of research. The university will develop and maintain the necessary administrative procedures to process and manage supplemental payments.

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Certification

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