

**NC STATE UNIVERSITY**  
**Policies, Regulations and Rules**

Authority	<b>Provost and Executive Vice Chancellor</b>
Title	<b>Summer Salary for EPA Employees</b>
Classification	<b>REG05.20.35</b>
PRR Subject	<b>Employment - Faculty</b>
Contact Info	<b>Associate Vice Provost for Enrollment Management and Services (919-513-1212)</b>

**History:** First Issued: June 1, 2004. Last Revised: May 14, 2010. [Additional History Information](#).

**Related Policies:**

[REG 05.20.14 - Supplemental Pay for EPA Employees](#)

**Additional References:**

[Office of Management and Budget Circular No. A-21 Section J.10.d \(1\)](#)  
[Monthly Payroll Schedule](#)

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## 1. INTRODUCTION

This regulation covers earnings paid through the NC State payroll for effort performed during the period May 16 through August 15 (also referred to as “summer”). Fiscal year (12 month) EPA employees with 1.0 FTE who perform effort that is above and beyond normal duties during the period May 16 through August 15, (e.g., for teaching in summer sessions), must follow procedures as set forth in [REG 05.20.14 - Supplemental Pay for EPA Employees](#).

## 2. SUMMER SALARY FOR ACADEMIC YEAR (NINE-MONTH) EPA EMPLOYEES

### 2.1 Salary From Sources Other Than Summer Sessions

During the summer, an academic year (nine-month) EPA employee may work for NC State to earn up to a total of 33.33% of their nine-month salary (use 1.0 FTE equivalent) from all sources, including summer sessions. Exceptions must be approved by the Dean/Vice Chancellor.

2.1.1 Approval to earn summer salary from sources other than summer sessions must be made before the work begins.

2.1.2 Request for payment to the employee from sources other than summer sessions may be submitted by the employee before the effort has been performed.

2.1.3 Confirmation of time worked, for which summer supplemental pay was received, must be completed by the 15<sup>th</sup> day of the month following payment.

2.1.4 Payments for summer salary should be processed timely and be reasonably aligned to the months for which salary is being requested. All summer salary must be processed for payment no later than October 31 (refer to the [monthly payroll schedule](#) for system entry into Time & Labor). Exceptions should be approved by appropriate Dean. A single, large, lump sum payment for the entire summer period – as opposed to incremental payments aligned with the work effort - is discouraged because of unfavorable tax consequences to the employee.

2.1.5 Exercising flexible scheduling, (i.e., working outside normal business hours) during the summer is permitted, but is subject to prior supervisory approval.

2.1.6 Compensation for effort performed after July 1 will be adjusted in the event of any legislative salary increase made effective July 1. This adjustment will be retroactive based on actual salary increase.

## 2.2 Salary from Summer Sessions

During the summer, an academic year (nine-month) EPA employee may work for NC State to earn up to a total of 33.33% of their nine-month salary (use 1.0 FTE equivalent) from all sources, including summer sessions. Exceptions must be approved by the Dean/Vice Chancellor.

2.2.1 Salary is provided for on-campus instruction at a rate determined by each college for their courses and posted on the Enrollment Management and Services' Summer Sessions web site.

2.2.2 Salary is not authorized for the supervision of summer graduate student research.

2.2.3 Summer Session salary will not be adjusted to reflect legislative salary increases.

## **3. SUMMER SESSIONS SALARY FOR 1.0 FTE 12-MONTH EPA EMPLOYEES**

3.1 Departments may use Summer Sessions funds for salary for 12-month EPA (1.0FTE) employees who teach regularly scheduled Summer Sessions courses. Summer Sessions salary must not be authorized for the supervision of summer graduate student research.

3.2 Summer sessions salary used to pay an EPA employee for temporary increased responsibilities or additional duties must follow procedures described in [REG 05.20.14 - Supplemental Pay for EPA Employees](#).