



The College at Brockport

Category:

Office of Human Resources

Responsible Office:

Payroll

Policy Title:

Summer Session Appointment and Earnings Limit

Policy:

Eligibility for summer session appointment and compensation is determined and governed by their regular employment status as follows:

Full-time, academic-year obligation

Academic-year obligation employees are eligible for summer session service only during periods that do not overlap with their academic-year obligation. The academic calendar dictates a date at the start of the academic year upon which faculty are expected to assume the duties of their positions and also the date at the end of the academic year after which the staff are free to undertake other commitments.

Part-time, academic-year obligation

Part-time employees appointed to academic-year obligations are eligible for an additional overlapping appointment not to exceed full-time total obligation, or for any appointment during periods that do not overlap the academic-year obligation.

Full-time, calendar-year obligation

Full-time employees appointed to calendar-year obligations are only eligible for summer session teaching appointments under the usual rules for extra service, i.e., total extra service compensation for a calendar-year, including summer session, may not exceed 20 percent of normal, full-time basic annual salary.

Part-time, calendar-year obligation

Part-time employees appointed to calendar-year obligations are eligible for an additional overlapping appointment not to exceed a full-time total obligation.

Full-time, college-year obligation

Full-time employees appointed to college-year obligations are eligible for summer session appointments only during periods that do not overlap with their college-year obligation. Such employees may be compensated for summer appointments during periods of non-obligation in accordance with the table of rates of compensation for full-time summer appointments of professional staff having academic-year obligations provided below.

Part-time, college-year obligation

Part-time employees appointed to college-year obligations are eligible for an additional overlapping appointment not to exceed full-time total obligation, or for any appointment during periods that do not overlap the college-year obligation.

The following rates of compensation for full-time summer appointments of professional staff having an academic-year or college-year obligation cannot exceed the amount determined by applying the appropriate percentage from the following schedule to the employee's base annual salary.

Summer Session Compensation Table
Full-Time Employees with Academic-Year or College-Year Obligations

<u>Length of Service</u>	<u>Maximum Percentage of Academic-Year or College-Year Salary</u>
1 week	2.67%
2 weeks	5.33%
3 weeks	8.00%
4 weeks	10.67%
1 month	11.11%
5 weeks	15.00%
6 weeks	16.00%
7 weeks	18.00%
8 weeks	20.00%
2 months	22.22%
More than 2 months - Not to exceed 3 months	11.11% per month

The above are maximum percentages for full-time appointments. Part-time summer session appointments are to be made on a pro rata basis. Compensation at lesser amounts may be offered.

Summer Session Appointees from other State Payroll Agencies:

Employees of another New York state agency who are under obligation and in active status on that agency's payroll cannot be offered a summer session appointment at a SUNY campus without the approval of their agency and compensation to such approved appointees is subject to extra service compensation limitations.

Procedure:

Summer Session payments and contracts are determined by the Special Sessions Office.

Forms:

Extra Service Voucher
Dual Employment Form