Compensating Faculty for Time Worked on a Grant Project

Lone Star College System has a process in place for compensating faculty members who work on a grant project outside of their normal job responsibilities. The faculty handbook briefly touches on this subject. The verbiage from the handbook is as follows:

**Grant or Contracted Work**
Faculty members who are assigned work on an externally-funded grant or contract may be compensated through release time or a stipend. Faculty members who function as consultants or otherwise contribute to a grant or contract conducted by another faculty member of the same institution may be paid a stipend. Such instances will be unusual. Compensation may be appropriate, for example, where consultation is across departmental lines, or involves a separate or remote operation, and the work performed by the faculty member is in addition to his/her regular departmental load. Supplemental compensation must be specifically provided for in the agreement or approved in writing by the sponsoring agency, and confirmed in a written extra-service agreement.

Attached to this bulletin, you will find a copy of HR’s Instructions for Completing a Memorandum Additional Assignment, as well a blank copy of the Memorandum of Understanding and a blank ePar. Please note that it is the responsibility of the Grant Manager to initiate this process and follow it through to completion in order to ensure that our valuable faculty members are paid correctly and promptly for their contributions to the grant project. Please also keep in mind that accurate time and effort forms must also be kept for each employee who is paid with grant money.

If you have questions about this process, or another compliance matter, please feel free to contact our office. We are always ready and willing to assist you!
Instructions for Completing a Memorandum of Additional Assignment

Generally an employee who is requested to work an additional assignment or cover for a co-worker’s absence is not paid. This falls under other duties as required. Occasionally, with strict oversight and LEO approval, an employee may be paid for an additional assignment that requires substantial hours above his/her current work assignment.

Any fulltime employee who is paid for work done in addition to his/her primary job must have a Memorandum of Additional Assignment submitted with the PAR.

This form should be filled out in advance of the PAR to make sure the employee and the manager have a complete understanding of the expectations and the pay for the additional assignment.

The following guidelines and processes apply to additional assignments:

- Non-exempt employees may not receive a stipend for additional work. They will be compensated, generally through compensatory time, for hours worked over 40 in a work week.
- Non-exempt employees may work an additional Part time job (method 1) but must be compensated at a minimum of time and ½ their regular FT hourly rate.
- Additional Assignments should be worked outside of employee’s regular work schedule. Faculty release time is an exception.
- If a faculty member is receiving release time and being paid additional money, both areas should be checked on the Additional Assignment form.

There are two (2) methods to compensate an employee for additional work.

**Method 1 stipend or approved standard second assignment** – employee is paid via a stipend (for temporary work) or through an approved standard second assignment (for ongoing work), pay remains consistent throughout year

1. Review job description and work with HR Manager to determine appropriate Part-time classification.
2. Determine number of hours it will take to complete project – if standard second assignment that has already been calculated and approved. Multiply number of hours times appropriate Part-time rate to calculate the full payment - if standard second assignment that has already been calculated and approved. Determine start/end date of payments and divide total amount by number of payments. (Ex: 40 hours * $11.55 (coord 1) = $462 (full payment) / 4 pays = $115.50 per pay.)
3. Complete MOAA and obtain approvals.
4. Complete an ePAR as second assignment with amount of stipend, per pay amount, and payment date(s), attach approved MOAA, and forward for signatures.
**Method 2 release time** – Faculty member receives release time

1. Review job description and work with HR Manager to determine appropriate Part-time classification.
2. Determine number of hours it will take to complete project. Multiply number of hours times appropriate Part-time rate to calculate the full payment. Divide full amount by current adjunct rate ($37.80) to determine amount of release time faculty will receive. (Ex: 100 hours * $19.20 (trainer) = $1,920 (full amount) / $37.80 = 50.79 hours of release time)
3. Complete MOAA and obtain approvals. Submit approved MOAA to campus HR.
4. Hiring Manager works with Dean/DOM to provide account number for adjunct who is covering approved release time

All ePARs must be submitted for approval on campus. FT ePARs will be forwarded to SO - HR to enter. ePARs for Part time employees will be entered at the campus.

NOTE: Contact hour rate is NOT an hourly rate. Contact hour rate is determined by using admin/faculty rate estimating 40 minutes of prep/grading time per hour of classroom time.
Memorandum of Additional Assignment

This Memorandum of Additional Assignment is issued to confirm the specific additional work assignment that has been offered to _____, employee number _____, by _____ at _____ location.

Current employees may accept additional assignments to provide work products/deliverables for an approved program with the approval of their immediate supervisor. All applicable rules and regulations of Lone Star College System as adopted by the Board of Trustees and applicable state laws and state policies must be followed during the life of this assignment.

Employees who accept additional assignments will be compensated according to LSCS compensation policies. Employees will have specific deliverable outcomes, or work products that meet the requirements laid out in the agreement. Employees will complete appropriate timesheets and/or provide a Time and Effort report as may be required by a grant or department. Note that when “faculty release time” is used in lieu of compensation, release time/time and effort reports will be calculated using actual work hours (not contact hours).

The following indicates the details about the additional assignment and the compensation you will be paid for this assignment. The salary stated is in accordance with the adopted part-time salary schedule approved by the LSCS Board of Trustees.

Department/Division/Grant: _____

Deliverables/Work Products/Job Description: _____

Start Date: _____

End Date: _____

Pay Rate: _____

Estimated number of hours: _____

Total amount of pay: _____

What hours will the work be performed? _____

Is the work being performed outside of normal work hours? _____

If yes, what are the employee’s normal work hours? _____

Position will be Select One

Comments: _____

________________________________________________________________________

Human Resources Manager Signature       Date                    Director/Dean Signature     Date

Employee Signature                         Date                      VP/AVC Signature               Date

Cc: Department file
    HR file
    Grant Compliance Department
**Indicates a Required Field**

* Employee I.D. #: [ ]
* EMPL record: [ ]
* Action Type: [ ]

* Last: [ ]
  * First: [ ]
  * Middle: [ ]

* Location: [ ]
* Total Stipend Amount: [ ]

* # Pays: [ ]
  * Amount Per Pay: [ ]
  * Pay Period Begin Date: [ ]
  * Pay Period End Date: [ ]

* Earn Code: [ ]

* Budget # 1: [ ]
  * Fund #: [ ]
  * Loc #: [ ]
  * Cost Element #: [ ]
  * Department #: [ ]
  * Combo Code: [ ]

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*Grant Funded?: [ ]
  * Exp. Date: [ ]
  * Grant Project Manager: [ ]
  * Date: [ ]

* Description of Assignment. Include summary of job duties, dates worked, and pay calculation:

[Blank space for description]

Supervisor Name (Print): [ ]

* Form Prepared By: [ ]
  * Date: [ ]
  * Phone Number: [ ]

Employee Signature: [ ]

* Pending Approvals Below

**Approvals:**

* Direct Supervisor/Dean: [ ]
  * Date: [ ]

* 2nd Level Supervisor: [ ]
  * Date: [ ]

* Business Office: [ ]
  * Date: [ ]

* VC/Pres/Chancellor: [ ]
  * Date: [ ]

* HRM Verify: [ ]
  * Date: [ ]

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