

CONF vs Summer Additional Assignments (SAA)

A CONF is when the faculty member will be working the same FTE, receiving the same base pay, and from their home department. These assignments should be set up as contract extensions. The faculty member will continue to accrue and can use FTO and sick leave.

If the faculty member will be working multiple summer additional assignments, all for the same department, for the same timeframe, and totals the same base pay this can be set up as a CONF. This will ensure the faculty member will accrue their FTO. If the department thinks a class might be canceled, it might be best to set each class up as separate summer additional assignments, but this decision is up to the department.

A Summer Additional Assignment is when a faculty member is working fewer hours than the regular base, receiving less than base pay, and/or for a different department.

1. Example: CONF

Professor Joe's Base Salary is \$4,800 and home department is Engineering

Department	Rate	Dates
Engineering	\$4800	5/13/2018-7/7/2018
Total	\$4800	

2. Example: CONF or SAA

Professor Joe's Base Salary is \$4800 and home department is Engineering

Department	Rate	Dates
Engineering	\$1650	5/13/2018-7/7/2018
Engineering	\$1650	5/13/2018-7/7/2018
Engineering	\$1500	5/13/2018-7/7/2018
Total		

Because this is for the same timeframe, same rate of pay, and for the same home department this can be a CONF or a SSA.

3. Example: SAA

Professor Joe's Base Salary is \$4800 and home department is Engineering

Department	Rate	Dates
Engineering	\$1500	5/13/2018-7/7/2018
Engineering	\$1500	5/13/2018-7/7/2018
ANSEP	\$1600	5/13/2018-7/7/2018
Total	\$4600	

Even though the time frame is the same, because Professor Joe is working for another department and the base pay is less this is a summer additional assignment.

4. Example: SAA

Professor Joe's Base Salary is \$4800 and home department is Engineering

Department	Rate	Dates
Engineering	\$1500	5/13/2018-7/7/2018
Engineering	\$1650	5/13/2018-7/7/2018
Engineering	\$1650	5/13/2018-6/1/2018
Total	\$4800	

Even though this is with the same home department and same base pay, because the timeframe is different this is a SAA.

Little Reminders:

Off Contract's (OCB) do not need a memo from the Provost. Please send the job form to HR.

Summer Additional Assignments: HR only needs the job form and appointment letter.

Contract Extensions (CONF): HR needs Job Form, Appointment letter, and a signed approved memo from the Provost.