August 1984

## CLASSIFICATION AND COMPENSATION

Page 1



- A9.230 MAXIMUM ADDITIONAL COMPENSATION (OVERLOAD) RATES FOR BOARD OF REGENTS PERSONNEL
- 1. Purpose. To promulgate the method for calculating additional (overload) compensation rates which may be paid to Board of Regents personnel.
- 2. Applicability/Responsibility. This instruction applies to all Board of Regents personnel throughout the University of Hawaii system. It is the responsibility of the employing department to process the necessary forms and to comply with specified compensation overload rates for applicable personnel.
- 3. Background. The majority of additional compensation payments to Board of Regents personnel come from federal funds. The federal government has set certain maxima which they will honor when the additional compensation method of payment is used. Any payments in excess of these ceilings will not be reimbursed by the Federal government and shall not be made regardless of the source of funds.
- 4. Method of Determining Compensation.
  - a. Calculation of additional payment for full time services rendered in connection with contracted research during off-duty periods shall be as follows:
    - 1) Additional compensation for personnel with nine-month appointments shall not exceed a rate calculated at 1/9 current annual salary per month.
    - 2) Additional compensation for personnel with eleven-month appointments in the I and C classifications shall not exceed a rate calculated at 1/11 current annual salary per month.
    - 3) Additional compensation for personnel who are on the vacation accumulation system shall not exceed a rate equal to current salary. The executed UH

Form 1 (PERS) must accompany the personnel action form, UH Form 6 (PERS), which authorizes payment.

- b. For services at less than full time on any project, the base salary shall be accordingly prorated by the percentage of effort, or FTE.
- c. Additional compensation for teaching or research will be in accordance with the rates established by the Board of Regents or applicable collective bargaining contract. The rate of compensation shall be determined by salary schedules applicable to employing unit. In instances where "cross-over" between salary schedules or faculty classifications occur, appropriate equivalences shall be determined.