

MEMORANDUM

April 9, 2019

TO: UOG Administrators

FROM: Thomas W. Krise, Ph.D., President



RE: **Administrators and University Staff Engaging in Teaching and Grant Work**

Administrators serve as academic leaders and directors of daily operations in which their duties and responsibilities are generally carried out during standard operating hours (8:00am-5:00 pm, Monday through Friday). Likewise, university staff members have primary duties that are generally carried out during standard operating hours. On occasion, the University of Guam may gain additional benefit from an administrator or a staff member providing instruction or participating in grant work beyond their primary responsibilities.

The following outlines the conditions under which University of Guam administrators and staff members are permitted to teach or engage in paid grant work for the University, including Professional and International Program classes or at another institution.

This memo supersedes the following previous directives:

- President Nededog. November 24, 1997. *For Credit Instruction Provided by UOG Administrators, Department Chairs / Division Chairs and Twelve-Month Faculty.*
- President Tsuda (Acting). February 20, 2001. *Non-additional Compensation for UOG Administrators Who Teach Credit Courses during any Time Frames on Weekdays and Weekends, Effective the Start of Fall Semester 2001-02.*
- President Whippy (Acting). January 21, 2010. *12 Month Employees Teaching Through PIP.*

Administrators and staff members (hereafter, employees) are permitted to teach or engage in paid grant work under the conditions outlined below. Teaching or grant work is not in lieu of daily office work, but is *in addition to*, daily office work. Also, employees may teach UOG courses when these courses do not impede the normal operations of the unit.

1. Those employees who need to or want to teach or do grant work must first obtain in writing their supervisor's permission to teach or engage in paid grant work.

T: +1 671.735.2990 F: +1 671.734.2296 W: www.uog.edu

Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges Senior College and University Commission and is an equal opportunity provider and employer.

The written permission to teach may also include a request to direct the equivalent of an overload salary to a Unit's Discretionary Account. The equivalent of an overload salary is based on the academic degree held by the employee following the BOR 17-35 resolution, "Relative to approving an Interim Compensation Scale for Part-time Faculty and Instructional Overload for Full-time Faculty" (October 26, 2017).

2. Per semester, employees may be allowed to teach up to two (2) three-credit courses full-time (90 contact hours) as the sole instructor when necessary, or up to four team-taught courses where the employee is responsible for 25% or less of the course's contact hours, or some other combinations of teaching that does not exceed 90 contact hours.
3. Any course-related travel, such as attending a symposium with students, shall require the employee to take Annual Leave, and will not be covered by Administrative Leave.
4. Employees may **not** teach for a non-UOG institution during official 8am-5pm workhours, including online courses. They may request to teach for another institution after 5 pm, or on the weekend, and must report this work as a possible conflict of commitment on the appropriate form. They must obtain their supervisor's written permission to do so, and if given such permission they shall not engage in any teaching related activities while at UOG, nor shall they use UOG equipment to do this work.

Many employees work on grants as part of their regular duties. The employee's supervisor may seek a salary buy-out of an employee's salary for work performed on a grant(s). A buy-out request at the employee's regular rate must be approved in advance by the employee's supervisor and the employee's supervisor's supervisor. If grant related work is performed outside of regular duty hours, then an employee's supervisor or an employee's supervisor's supervisor may request additional compensation if the employee is an administrator (or faculty member). Time and Effort reports must be submitted each pay period to the unit time keeper, must be kept on file within the unit, and must be made available in the event of an audit. Time and effort reports must be kept on file for three (3) years after the end of the grant period. Classified staff, non-classified staff, and employees who are 100% federally funded may participate in a partial salary buyout but cannot earn additional compensation.

5. In some instances, an employee might be allowed to work additional hours, such as at night or on a weekend, to substitute for missing standard operating workhours. This opportunity would need to be requested with full details at the time of the initial request for approval.

Any waiver of these required conditions shall only be granted, upon written approval of the employees' supervisor, appropriate Vice President, and the UOG President.

The written permission shall be included with the "hiring" paperwork prior to processing any onboarding documents/contracts by the UOG Human Resources Office, the Professional and International Program (PIP), or the Research Corporation of the University of Guam (RCUOG).

Any administrator or staff teaching or working outside of these guidelines shall be disciplined, in accordance with University procedures.