

UNIVERSITY OF PITTSBURGH POLICY 02-06-02

CATEGORY: ACADEMIC AFFAIRS
SECTION: Faculty Payroll/Personnel
SUBJECT: Payroll Base Period and Overload Pay
EFFECTIVE DATE: July 1, 1996 Revised
PAGE(S): 1

I. SCOPE

This policy establishes the payroll base period for faculty appointments and restrictions on overload pay, for any instructional activities within the period of a contract.

II. POLICY

PAYROLL BASE PERIOD

Faculty will be paid according to the number of months their contract or appointment specifies, commencing with the month of appointment.

- Exceptions are made for the Summer Term and Summer Sessions. Faculty must be reappointed for payment during the Summer Term or Sessions if outside of an individual's two-term appointment. See Policy 02-06-03, Third Term/Session Appointments: Salary Administration.

Faculty members on eight-, nine-, or ten-month contracts may elect to receive their salaries over a twelve-month period.

- Payments of one-twelfth of their contract salary are made each month, beginning with the effective month of their appointment.
- Selection of payment frequency is made each September for the academic year, and once selected, cannot be changed during that academic year.

School budgets will be charged for salary costs each month, over the period of the contract.

- Except for the sessions, when salary costs are charged during the actual month of payment.

OVERLOAD PAY

It is University policy to award work on an overload basis only in the most pressing circumstances.

The allowable overload in an academic year may not, under any circumstances, exceed 25 percent of the contract salary.

III. REFERENCE

[Policy AC 68, Third Term/Session Appointments: Salary Administration](#) (formerly 02-06-03)