I. SECTION III

FISCAL POLICIES

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Faculty Salaries

The starting salary of a new faculty member is decided by the President of the University. His decision is based on a recommendation of the Provost/Vice President for Academic Affairs who, in turn, obtains recommendations from the Academic Dean and Department Head involved in the hiring process. Starting salaries are determined by the needs of the departments, the general availability of persons qualified to hold the vacant position, previous experience of the new person, and other factors that may be deemed important.

Payroll Deductions

Required deductions include payment to the Teachers Retirement System or to an optional retirement plan, payments for state and federal income tax, and other approved deductions. Optional deductions can be made upon written request by a faculty member for approved purposes. Among the approved deductions are: payments for various insurance programs available to the faculty through the University, deposits to the UL Federal Credit Union, payments for annuity programs available through the University, and contributions to the United Givers Fund.

Travel Allowances

Each department is allocated a travel budget. A faculty member can apply to use travel funds by completing a “Request for Official Travel and/or Leave” form and submitting it to the Department Head for approval. The form then travels to the Dean, Provost/Vice President for Academic Affairs (for Department Heads only), Comptroller (to be certain that funds are available in the account) and finally to the Vice President for Administration & Finance. The travel request form should be submitted at least 16 days prior to departure. International travel (any travel outside contiguous 48 states) requires approval through the President and Board of Supervisors.

Travel funds are limited and the University has set priorities for faculty travel. These are listed in an order of decreasing priority:

1. Mandated travel
2. Travel for the formal presentation of research results or reading of papers at major professional meetings
3. Travel for which there is a significant educational or professional benefit to the faculty member
4. Travel involved with holding elective office in a major professional organization
5. Travel for the purpose of participating in a major professional meeting as a chairperson or discussant
6. Travel for which there is a clear benefit to the department or University

See Appendix A, Document XII for the latest rules regarding the use of travel funds and the limits permitted for lodging and meals.

University Budget

The University is a state-supported institution; therefore, a portion of the income is from legislative appropriation. Each year the administration submits a proposed budget for the next fiscal year to its management board (the Board of Supervisors) and the Board of Regents. This budget is based on a funding formula which uses the student credit hour production for the current fiscal year plus anticipated income from tuition, athletic event revenues, and other sources. The Board of Supervisors and the Board of Regents review the budget and make appropriate changes. The Board of Regents combines the budgets for all institutions of higher education and submits the total budget to the Division of Administration. The Division of Administration reviews the recommendations, examines the revenues expected to be available for education and presents recommendations to the Governor. The Governor reviews these recommendations and presents a total education package to the legislature during each annual session. The appropriation is generally passed near the end of the legislative session in June. After the University's appropriation has been determined, a line item operating budget is prepared and submitted to the management board for approval. It is at this point that dollar values are attached to merit raise categories.

University funds are distributed throughout the university to support all its functions. Each department is allocated a budget in several areas. The Personal Services budget is the sum of salaries and fringe benefits of all personnel in the department. Departments have a travel budget for uses described earlier. The Operating Services budget pays for telephone bills, contractual services by organizations outside the university and services by campus organizations such as the Print Shop. The Supplies budget is used to purchase consumable items such as paper, toner, paper, laboratory supplies, etc.

When budgetary funds permit, a department may receive Capital Outlay funds to purchase items such as computers, desks, file cabinets, laboratory equipment and other items which become part of the permanent University inventory.

Compensation Limitations for Faculty Members and Unclassified Employees

General Considerations

In accordance with Louisiana Revised Statutes and policies of the Board of Supervisors for the University of Louisiana System each full-time employee of the University of Louisiana at Lafayette must report any outside employment for which a salary, retainer, fee, or other form of remuneration is paid. Each employee must disclose such employment annually on the "Disclosure of Outside Employment" form available under "Resources" at http://academicaffairs.louisiana.edu/. Any unforeseen employment contracted during the year and not reported on the regular annual form MUST be reported on a separate form submitted prior to the employment.

The work for which such compensation is paid must not interfere or conflict with the employee's regular university duties, and must be approved in advance through the university's administrative processes, including, for many types of employment, a written agreement between the employee and the outside entity to be approved by the University President.

In addition, employees cannot receive extra compensation for work that has already been compensated by or through other university sources. Any use of external funds must be allowable under the terms of the sponsored program or contract. For example, using federal funds to compensate employees beyond their base salaries is largely prohibited. Questions about a particular program or contract should be directed to the Office of Research and Sponsored Programs.

For details on these requirements, see the University of Louisiana System Policy at http://www.ulsystem.net/assets/docs/searchable/boards/fs-iii_vii_-1_outside_employment_procedures.pdf

Academic Year Employees: Summer Compensation

A faculty member or other academic year employee may receive compensation paid by or through the university during the summer period between the end of one academic year and the start of the next. The maximum monthly rate for such compensation is 1/9 of the individual=s salary for the previous academic year, the total of such compensation may not exceed 1/3 of the individual=s academic year salary, and the total amount of compensated effort in any period may not exceed 100%. Thus a person who is appointed full-time to the university=s summer faculty or who is awarded a University Research Award through an academic college may not receive additional compensation during the approximately two month summer session.

Academic Year Employees: Additional Compensation During an Academic Year

A faculty member or other academic year employee may receive additional compensation paid by or through the university during an academic year provided that external funding is available to Apurchase@ all of the individual=s university-supported research time. There are a few programs for which this purchase requirement is waived (for example, small stipends for mentoring students in the McNair program or for teaching continuing education short courses). Total additional compensation paid by or through the university during an academic year may not exceed 25% of the individual=s academic year salary. Note: The use of federal funds for such additional compensation is largely prohibited.

Fiscal Year Employees

A fiscal year (twelve month) employee may receive additional compensation, at his or her current salary rate, paid by or through the university for work that is performed during evenings, weekends, or official holidays, or during a period of official leave (the minimum leave period for this purpose is 2 day). The total of such compensation in a fiscal year may not exceed 20% of the individual=s annual salary. Note: The use of federal funds for such additional compensation is largely prohibited.