Compensation and Leave

I. Salary

A. Determination of Salaries

The Laws of the Regents set forth provisions on the determination of salaries and guidelines for salaries, including a provision for a salary plan or plans as the Board may adopt.

- LOR: Determination of Salaries for Faculty, Officers, and Exempt Professionals (Section 11.A.1, Laws of the Regents) [1]
- LOR: Determination of Salaries for Classified Staff (Section 11.A.2, Laws of the Regents) [1]

B. Salary Increments

Administrative policy sets forth policies on compensation allocations to campuses and academic units, the role of the department, department chair and dean in individual merit increases, Regent criteria for merit increases, differentiated annual workloads, and the administrative salary grievance procedure.

- Regent Policy: Faculty Salary (Regent Policy 11-B) [1]

C. Base, Supplement and Incentive Plan (BSI) Salary Plan for the School of Medicine

The Board of Regents approved a Base, Supplement and Incentive Plan (BSI) Salary Plan for the School of Medicine. This salary plan includes a statement of general policies and the BSI salary plan.

- RA: Base, Supplement and Incentive (BSI) Salary Plan - School of Medicine

D. Salary Plan for Officers and Exempt Professionals

The Board of Regents has approved a salary plan for officers and exempt professionals. This

plan includes policies for initial salaries and annual salary adjustments.

- Regent Policy: Officers and Exempt Professionals Salary (Regent Policy 11-C) [1]

E. Basis for Service

Academic year salaries for faculty members are established on a "contract for service" basis and are not for time-related activity such as hourly, daily, or monthly. The University uses such time-related rates only as a convenience to prorate academic year salaries.

F. Pay Periods

Payday throughout the University is the last working day of the month, with the exception of June, which is paid on July 1. If the last day of the month falls on a weekend, payday is the preceding Friday.

Members of the instructional faculty have the option of receiving payment on a nine- or twelve-month installment basis. The nine-month installment basis provides one-ninth of the academic year salary monthly. The twelve-month installment basis provides one-twelfth of the academic year salary monthly.

An automatic bank deposit program for paychecks is available and may be mandatory on individual campuses.

G. Deductions

As required by law, the University withholds federal and state income taxes from faculty earnings. Tax deduction amounts are determined by the exemption schedule filed by each employee on the W-4 form. Faculty members who wish to change their exemptions should file a new W-4 form in the personnel office. Tax deductions are reported to employees each year in January on the W-2 form, Withholding Tax Statement, which is used in completing tax forms. Mandatory CU Optional Retirement Plan and Social Security retirement contributions are deducted for those faculty members eligible to participate in the plans. In addition, deductions authorized by the faculty member for health/life insurance premiums, parking fees, credit union, tax sheltered retirement annuities, and similar items are made.

H. Compensation for Administrators Returning to Teaching

Compensation policies for administrators returning to teaching are set forth in Regent policy "Compensation for Administrative Officers Returning to AY Faculty Positions."

- Regent Policy: Compensation for Administrative Officers Returning to AY Faculty Positions (Regent Policy 3-I) [2]

I. Deferred Compensation

Deferred compensation is not used as a form of compensation for employees of the University.

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Regent Policy: Deferred Compensation Prohibited (Regent Policy 11-D) [3]

II. Conflict of Interest

Administrative policy sets forth precepts on conflicts of commitment and conflicts of interest, examples of conflict situations, the process of disclosure, review, and evaluation of disclosures, and provisions for campus policies. The general policy of the Board of Regents on conflict of interest is set forth in Regent policy "Conflict of Interest - University Community."

The Board of Regents established "Conflict of Interest Guidelines for Officers, System Administration, and Board Employees," and approved policy on "Membership on Boards of External Corporations."

- APS: Conflict of Interest and Commitment [4]
- Regent Policy: Conflict of Interest - University Community" (Regent Policy 3-B) [5]
- Regent Policy: Outside Consulting and Service on External Boards (Regent Policy 3-C) [6]

III. Additional Remuneration

A. Additional Remuneration for Consultative Services (One-Sixth Rule)

Regent policies, "Additional Remuneration for Consultative Services" and "Consultative Privileges," set forth policy on additional remuneration for consultative services. Separate policies apply to faculty in the School of Medicine, who are subject to provisions of the Medical Services Foundation.

- Regent Policy: Additional Remuneration for Consultative Services (Regent Policy 5-E) [7]

B. Additional Remuneration for Extra Work

Regent policy sets forth limited provisions for payment of faculty for extra work.

- Regent Policy: Additional Remuneration for Extra Work (Regent Policy 5-D) [8]

C. Additional Remuneration for Grant Funds Administered by the University

Grant funds administered by the University and derived from non-University sources for partial or complete support of sponsored research and related activities must be expended meticulously in accordance with the stated guidelines and policies of the granting agencies.

Grant funds may not be used to increase an individual's regular (official) stipend for an academic year (i.e., for the period between the scheduled date of reporting for duty for the fall semester and the date of spring commencement). Exceptions will be made only with the explicit written authorization of the granting agency and the appropriate administrative review and approval within the University. All contracts and grants obtained by University employees must be managed through, and in accordance with policies of, the University of Colorado. (Source: Current Administrative Practice.)

D. Faculty Practice Plans at the Anschutz Medical Campus

for the Schools of Dental Medicine, Nursing, Medicine and Pharmacy at the Anschutz Medical Campus. Please contact the appropriate school or college for additional information on faculty practice plans.

IV. Sabbatical Assignments

"Sabbatical Assignments," a policy approved by the Board of Regents for eligible members of the faculty, sets forth rules and procedures regarding the grant of sabbaticals and is in compliance with state law and CCHE guidelines. The Board of Regents adopted a revision to this policy by approving "Guidelines for the Evaluation of Sabbatical Proposals that Coincide with a Major Change in Duties." Consult with appropriate campus officials regarding application of these rules and procedures. The Board of Regents eliminated the sabbatical leave program for unclassified executive staff.

- Regent Policy: Approval of Sabbatical Assignments (Regent Policy 5-A) [9]
- APS: Approval of Sabbatical Assignments [10]

V. Leaves

A. Family, Medical and Parental Leaves

"The Family and Medical Leave Act of 1993" is a federal law requiring employers to provide up to 12 weeks of unpaid leave during a 12-month period for certain family and medical reasons. Please contact your campus Human Resources office for more information on family and medical leave entitlement, requests for leave, health plan benefits during unpaid leave, return from family and medical leave, continuation of the parental leave policy, records, confidentiality and implementation.

The Administrative Policy Statement, "Parental Leave for Faculty and Unclassified Staff," sets forth parental leave policy for faculty and unclassified staff.

- APS: Parental Leave for Faculty and Unclassified Staff [11]

B. Sick Leave

1. Sick Leave (Academic Personnel on Nine-month Appointments)

Sick leave benefits shall be available to instructors with annual appointments, senior instructors, assistant professors, associate professors, professors, and deans. These benefits come as applicable to an individual, shall start only when the University must hire a substitute for the person in question, or when the dean or other administrative superior, after consultation with the department concerned, shall so decide.

Each eligible person under the plan shall be entitled to one-half month of sick leave at full salary for each academic year of service rendered from the date employment began.

No benefits shall be paid after the termination of employment or after retirement.

1. Provided that, the words "academic year" in the committee's recommendation are held to mean any three quarters of service.
2. Provided that, not more than one-half month of sick leave at full salary may be accumulated in any calendar year.
3. Provided that, a certificate of a competent medical practitioner may be required with right of reexamination.

Note to the Reader: Persons on disability retirement are not eligible for sick leave benefits. Any illness which extends beyond six months should be reviewed for possible transfer to disability coverage.

- RA: Regent Action 11/21/47 (modified consistent with Regent actions of 4/30/71 and 5/15/80 regarding sick leave for administrative officers)

2. Sick Leave (Academic Personnel on Twelve-month Appointments)

Academic personnel on regular twelve-month appointments (e.g., librarians, research associates) are covered by the same sick leave policies as unclassified personnel on twelve-month appointments. They accrue 1 1/4 days of sick leave per month, or 15 days per year. There is no limit on how much sick leave an employee can accrue. Employees working part-time earn sick leave on a prorated basis.

- Other: Current Administrative Practice

C. Vacation for Academic Personnel with Twelve-Month Appointments

Vacation policies for academic personnel with twelve-month appointments are set forth in Regent Policy. Academic personnel on nine-month academic appointments do not have vacation benefits.

- Regent Policy: Leave Policies for Officers, Exempt Professionals and Faculty (Regent Policy 11-E) [12]

D. Leave for Political Candidates

Leave policies for political candidates are set forth in Regent policy.

- Regent Policy: Faculty Leave of Absence while Candidate for or Serving in Political Office (Regent Policy 5-F) [13]

E. Military Leave

The Board of Regents has approved military leave policies. Please See Regent Policy 11-H, (section III e).

Military Leave: Use of military leave shall be consistent with state and federal laws. Upon presentation of proper military orders, an officer, exempt professional, or a faculty member on a twelve-month appointment who is a reservist or member of the National Guard is granted up to 15 calendar days of leave with pay to attend training and/or active duty service ordered. This leave is not charged to vacation leave.

- Regent Policy: Leave Policies for Officers, Exempt Professionals and Faculty (Regent Policy 11-E) [12]

F. General Leave (Leave Without Pay)

It is current administrative practice that faculty members may explore with their department chairperson and/or appropriate administrative officials the opportunities for arranging for leave without pay. The terms and conditions for such a leave are negotiable on a case-by-case basis as determined by each campus and approved in writing by the President.

G. Leave Sharing

This administrative policy statement (APS) affirms the availability of leave sharing for all University officers, exempt professionals, and faculty on twelve-month appointments, and provides guidance regarding minimum procedural standards in its application, as may be further developed in campus and system administration policy statements.

- APS: Leave Sharing for Officers, Exempt Professionals, and Faculty on Twelve-Month Appointments [14]

Source URL: https://www.cu.edu/office-academic-affairs/compensation-and-leave

Links:
[1] https://www.cu.edu/regents/article-11-compensation-benefits-and-other-personnel-matters
[2] https://www.cu.edu/regents/policy-3i-compensation-administrative-officers-returning-any-faculty-

positions
[3] https://www.cu.edu/regents/policy-11d-deferred-compensation-prohibited
[4] https://www.cu.edu/ope/efficiency-and-effectiveness/presidents-task-force-efficiency/aps-5012-conflicts-interest-and
[5] https://www.cu.edu/regents/policy-3b-conflict-interest-university-staff
[6] https://www.cu.edu/regents/policy-3c-outside-consulting-and-service-external-boards
[7] https://www.cu.edu/regents/policy-5e-additional-remuneration-consultative-services
[8] https://www.cu.edu/regents/policy-5d-additional-remuneration-extra-work
[9] https://www.cu.edu/regents/policy-5a-approval-sabbatical-assignments
[10] https://www.cu.edu/ope/policy/aps-1024-approval-sabbatical-assignments
[11] https://www.cu.edu/ope/efficiency-and-effectiveness/presidents-task-force-efficiency/aps-5019-parental-leave-faculty
[12] https://www.cu.edu/regents/policy-11e-leave-policies-officers-exempt-professionals-and-faculty
[13] https://www.cu.edu/regents/policy-5f-facutly-leave-absence-while-candidate-or-serving-public-office
[14] https://www.cu.edu/ope/efficiency-and-effectiveness/presidents-task-force-efficiency/aps-5049-leave-sharing-officers