**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

**COVID-19 SUMMER APPOINTMENT GUIDANCE**

The following protocol shall guide summer appointments in the event the Champaign-Urbana campus remains under a full or partial remote work policy due to COVID-19:

* If an employee has approved summer funding from any source of funds and can perform their duties as identified in the awarded scope of work or summer appointment letter, regardless of whether onsite or remotely, the appointment should proceed as scheduled.
* If an employee was scheduled for a summer appointment but cannot perform their duties as identified in the awarded scope of work or summer appointment letter, the unit is advised to contact the sponsor’s Program Officer to request a No Cost Extension to defer the summer appointment to a future period.

**FREQUENTLY ASKED QUESTIONS**

1. **Does this protocol apply to all sources of funds (sponsored, institutional, gift, etc.)?**Federal regulations normally require consistent treatment across all fund sources, including both sponsored and non-sponsored. However, as a part of our remote work due to COVID-19, the university has determined that certain inconsistent treatment of salary costs that does not negatively impact sponsored projects may be permitted. For example, if a unit decides to issue a summer appointment for an individual unable to work and that cost will be charged to institutional funds, the appointment will be allowed during the time the university is operating under remote work orders. We recommend the unit not offer a summer appointment unless the work can be completed remotely, however, the decision to make such an appointment continues to rest entirely with the unit authorizing the appointment. A summer appointment for which the work cannot be completed would not be permissible if the funds will be used as cost-sharing on a sponsored award. Sponsored funding or cost-sharing accounts may not be used to fund summer appointments unless they comply with the core requirements listed above.
2. **Am I required to have approval from the sponsor to charge summer salary?**

Yes. Your award should indicate the employee is approved for charging summer salary to the sponsored project.

1. **Will I continue to be paid over the summer months given my 9-month appointment is paid over 12 months?**

Yes. If you are an academic year service basis employee, your usual monthly salary will be paid in accordance with your 9/12 contract. However, any salary from a summer appointment, regardless of the source of funds, would not be paid unless the work is performed.

1. **My federal funding agency allows pay to continue if I am unable to work on my sponsored project because of COVID-19 (while I am unavoidably “idle”). Do I have to follow this Summer Appointment policy?**

The above guidance applies to those individuals receiving summer appointments only. For other employees who are on *continuing* appointments on *continuing* sponsored awards only, “pay for no work” may be charged to the sponsored project if allowed by the sponsor. Note that unless extended, federal flexibilities that allow pay for no work will expire June 17th. Contact SPA if you have questions about what rules apply to you. In general, the requirements are as follows:

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| --- | --- | --- |
|  | **Non-Sponsored Funds** | **Sponsored Funds** |
| **Continuing employee who is able to work** (deemed essential for on-site work or able to work remotely) | Allowed | Allowed |
| **Continuing employee who is unable to work** remotely or not approved for on-site work | Allowed through the end of spring semester | Allowed if permitted by sponsor; otherwise, cost must be moved to a non-sponsored fund source |
| **New employee or new appointment\* able to work** (deemed essential for on-site work or able to work remotely)  | Allowed | Allowed |
| **New employee or new appointment\*** (including summer appointments for existing employee) **but unable to work** | Allowed at the discretion of the unit and if funding is available | Not allowed  |

1. **Who on campus needs to approve my summer appointment?**

You should follow your unit’s process for soliciting approvals for summer salary appointments. In addition, your unit should follow the existing [campus policy](https://cam.illinois.edu/policies/hr-82/) on summer appointment exceptions.

1. **Does this protocol apply to all summer months?**

Yes, the protocol applies to all summer appointments. Sponsored Programs Administration will continue to monitor the campus Remote Work Policy to determine if an adjustment to this guidance is needed related to salaries paid from sponsored projects.

1. **If an employee can only perform a fraction of the work identified in the awarded scope of work, should the summer appointment only reflect the fraction of work to be performed?**

Yes. The summer appointment should accurately reflect only the fraction of work that can be performed. Any remaining summer effort that cannot be performed should be deferred to a future period. If the source of funding is sponsored, this may necessitate a no-cost extension request to the sponsor.

1. **Do any existing sponsored limitations on the number of months or amount of salary I can be paid remain in effect?**

Yes. Any appointment paid from sponsored funds must comply with the imposed sponsored limitations on compensation.