

College of Sciences

Standard Operating Procedures

<b>BO.02.00</b>	<b>College of Sciences Leadership Team Salary Release Funds</b>
Owner/Contact Information:	COS Office of Finance and Business Management
Effective Date:	March 1, 2019
Last Revised/Reviewed:	February 20, 2019
Related Policies:	

**1. PURPOSE/INTRODUCTION**

The College of Sciences (COS) Leadership Team Salary Release Funds procedure prescribes the process by which COS will treat salary savings generated by members of the COS Leadership Team. COS Leadership Team members who generate salary release funds will retain 100% of the funds to use at their discretion.

**2. DEFINITIONS**

- 2.1 - Salary Release Funds – the amount of state funds no longer required to meet the salary of the Leadership Team member as a portion of the salary is charged to another source of funds
- 2.2 - Leadership Team – Dean, Senior Associate/Associate/Assistant Deans, Department Heads, Directors who are a direct report to the Dean

**3. Procedural Steps**

- 3.1 – Leadership Team members who are Department Heads
  - 3.1.1 – Department Head notifies the Department Business Officer to submit a salary distribution change
  - 3.1.2 – Department Business Officer transfers the salary release funds to a dedicated phase
  - 3.1.3 – Department Head expends the funds at their discretion. Expenditures must be charged to the dedicated phase to document the use of funds.
  - 3.1.4 – Salary Release Funds must be expended by June 30<sup>th</sup> in the fiscal year in which the funds were generated
- 3.2 – Leadership Team members who are College Level Employees
  - 3.2.1 – Leadership Team member notifies COS Office of Finance and Business Management (OFBM) to submit a salary distribution change
  - 3.2.2 – Leadership Team member indicates if the funds will be expended at the college or department level (primarily for members who hold a faculty appointment in an academic department). The funds may be split between a college and a department phase.
  - 3.2.3 – COS OFBM transfers the salary release funds to a dedicated phase. If the funds will be expended at the department level, COS OFBM will work with the Department Business Officer to create a dedicated phase within the department OUC structure.

**4. CHARTS/GRAPHS/FORMS**

Revision #	Subsection#	Summary of Changes	Approval Date
BO.03.00		Original Version	02/20/2019