POLICY:

1) A project activity may become part of a faculty member’s regular program. In this case, salary payment must be (by the faculty member’s employment contract) at the regular rate of pay. If the project budget does not allow for this rate, i.e., contains insufficient dollars for the purpose, such an assignment cannot and should not be made.

2) A faculty member may be assigned to a project activity in addition to his/her regular full-time program provided:

   a) The assignment is not in excess of 25% working load equivalent and is performed in addition to his/her regular duties.

   b) The project budgeted dollars or line item is adhered to. When such assignments are made, it must be clear that the rate of pay is governed by the grant budget and City Colleges of Chicago salary guidelines, and not by the Board-Union Agreement.

   c) The grant budget cannot, by law, be exceeded, except where warranted by the grantor agency. Monies from grant budgets cannot be used for any purpose other than that specified by the grant as a whole. In other words, grant account monies may not be transferred to an unrestricted account, nor can unrestricted account monies be transferred to a grant account.

   d) No faculty member should be given an assignment at a salary rate which differs from his/her regular salary rate without a written justification by the college administration.