**UW-Platteville Administrative Services**

**Policy: Cost Distribution for Backfill Resulting from Release Time**

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**Issue Date:**

**Revised Date:**

**Purpose:**
The purpose of this policy is to define how backfill expenses will be handled across UW-Platteville.

**Background:**
There is currently no policy on UW-Platteville’s campus that outlines how costs are to be allocated when backfill situations occur, resulting in inconsistencies across the university. Backfill is required when a current employee is granted release time to perform duties on campus outside of their contracted obligations. Examples of these situations include but are not limited to:

- Release to serve as department chair
- Release to teach or serve as coordinator for the Distance Learning Center
- Release to serve the Teaching Learning Center

**Definitions:**
Backfill: hire of temporary teaching staff or support staff to cover the duties outlined in the current contract of a renewable employee (i.e. faculty member, teaching academic staff on renewable contract).

Home Department: department in which an employee’s original contract is charged.

**Policy:**
When a current employee is granted release from their current contract, the percentage of the contract that is being released will be transferred to the department who is gaining the employee’s service. The remaining FTE and salary can then be utilized by the employee’s home department to cover any backfill needs. The salary savings will also remain with the home department. The supervision of the employee will be reflective of the employee’s allocation between departments.

**Procedure:**
Once an employee and both department managers agree upon suggested release, a Memorandum of Understanding (MOU) shall be completed. Once signed by both the home department and the paying department, a copy shall be forwarded to the Chancellor’s office and the budget office as notification that there has been a change in the individual’s duties. If the release time is within a different department on campus, the budget office will then allocate the appropriate FTE percentage and salary to the department who will be utilizing the current staff member. The budget office will notify
human resources so that the payroll system is updated accordingly. The home department will then proceed with covering the contracted obligations either through the use of overload assignments, or by following the hiring process to hire a temporary staff member. The percentage of FTE and salary to be charged to the paying department shall be reflective of actual effort for assigned duties. The paying department shall have authority to supervise and manage the released employee with regards to the duties assigned by the paying department. If it is determined that the value of effort stated the MOU is incorrect, either department may suggest that an amendment be made to the agreement. If a change occurs to the MOU, a revised MOU shall be sent to the Chancellor’s Office and budget office to ensure that all parties have the equivalent information.

**Examples:**

Sherry is a tenured professor in Criminal Justice, and is contracted to teach 4 courses per semester (12 credits). Her current salary is $50,000 and is charged to 102-221030-2. She has been asked to serve as the coordinator for the Distance Learning Center’s CJ Undergrad program, resulting in 25% release time from her teaching duties in CJ. To accommodate this change, 25% of Sherry’s FTE and salary ($12,500) will be charged to the appropriate Distance Learning account, 131-753127-2. This will leave .25 FTE and $12,500 for the Criminal Justice Department to cover the section that Sherry will not be able to teach due to her release. It will then be up to the department to determine whether to fill the FTE with an adjunct lecturer or by utilizing overloads. The salary savings will then stay with the CJ department, and the Distance Learning Center will pay full-price for the services received. The Distance Learning Director and Criminal Justice Department chair will then create an MOU for the agreement. Once signed, it will be passed along to the Chancellor’s office and the budget office. The Distance Learning Director will supervise the 25% role that Sherry has accepted.

Tom is a professor in Business and Accounting, and is currently serving as department chair, with 50% release for administrative duties. Since Tom’s release time is within his own department, the department is responsible for covering both the administrative release time, and the backfill to cover Tom’s courses. To differentiate between administrative and instructional time, Tom’s department chair release shall be coded to program 1. His instructional time will be charged to program 2.