

Policy Name: Salary Recovery Incentive Program

Effective Date: 7/1/2013

University Division: Academic Affairs, OSPR

Definition: Salary Recovery Incentive Program

As an incentive/financial support, the university will transfer general funds made available by the secured extramural funding allocated for faculty/staff release time (salary release) to the employee's college.



Terms: Salary Recovery Incentive Program

1. This policy applies to ULM faculty and staff.
2. This policy does not apply to supplemental salary.
3. The funds can be used for any purpose other than supplemental income (i.e. hiring of personnel/students/GAs, travel, supplies, or other expenses). Employees are subject to all [ULM Controllers Office Policies](#) and State guidelines when utilizing these funds.
4. This policy does not apply to salary release funds committed to cover university expenses/resources associated with the employee's release of responsibilities (i.e. course buy-out or cash match). The portion of funds to be committed to cover university expenses should be determined in the pre-awards stage. Fund amounts must be adjusted post-award to align with current rates.
5. Fringe benefits associated with the salary release are not included as incentive funds.
6. On a quarterly basis and after the funds are secured, the incentive funds are to be deposited into the college's or departments' designated account. The April – June quarter may be predetermined at the end of the prior quarter (or later) and actions will be taken to deposit the anticipated funds into the account for immediate use. If a faculty member intends to leave ULM before June 30, the predetermined amount must factor in the faculty's actual ending work date.
7. The college's or department's designated account is UNRESTRICTED and CANNOT carryover to the next fiscal year.

Procedures: Salary Recovery Incentive Program

Pre-Awards

1. Procedures for pre-award are completed as described in the Salary Release Policy.

Post-Awards

2. On a quarterly basis, college(s) representative must submit a journal voucher form to the Budget Office in order to allocate the portion of uncommitted funds (and committed if necessary) into appropriate account(s) and category line(s). The April – June quarter may be predetermined at the end of the prior quarter (or later) and actions will be taken to deposit the anticipated funds into the account for immediate use. If a faculty member intends to leave ULM before June 30, the predetermined amount must factor in the faculty's actual ending work date. OSPR can assist the college representative in calculating incentives amounts.

3. The College(s) representative is responsible for completing any additional forms to expense the committed funds (i.e. course buy-out or cash match).