

## Off Duty Pay-Frequently Asked Questions

### 1. How do I know if my sponsored project allows Off Duty Pay (ODP)?

The sponsor-approved budget/narrative or scope of work should clearly state how the Principal Investigator (PI) and other personnel will be funded—if the effort is to be funded by additional pay (ODP) or use of academic salary recovery. Often, the award milestones/timetable will indicate when certain deliverables will be accomplished; if during the summer; this indicates ODP is acceptable. Other times, effort is to be delivered throughout the term of the award which indicates academic salary recovery/release time.

### 2. When I develop the budget for my grant, can I list all the time I will spend on the grant work as ODP?

All projects that require work/and or supervision throughout the Academic year should have academic salary recovery budgeted. If the work performed for the grant is performed ONLY during the summer and other days on the ODP calendar, then it is appropriate to charge all the effort to ODP.

### 3. How do I request ODP?

Complete the FAES ODP form [\[link\]](#), along with the attachments listed on the form. The form requires your signature and your department chair/director's signature. If you need assistance, consult your department's Human Resources Professional, finance professional, or grant specialist. Give the completed form your Human Resource Professional who will ensure the transaction for additional compensation occurs with the proper approvals.

### 4. When can I take ODP?

ODP can be taken on the official Off-Duty Pay eligible days as determined by the Board of Trustees and the Faculty Rules. For convenience, we create an updated calendar each year that reflects the eligible ODP academic days and the eligible ODP summer days. [\[insert link\]](#) These days are also utilized in the ODP calculator which is also updated annually.

### 5. How much ODP can I request?

The maximum allowable time to be paid ODP is 3 months (60 days) per academic year and the dollar amount cannot exceed 3/9th of a faculty member's base salary. ODP on sponsored program funds cannot exceed 2.5 months; ODP on university funds cannot exceed 2 months. In order to request the maximum 3/9th of a faculty member's base salary, the ODP must be funded by a combination of sponsored program and university funds.

### 6. Am I expected to alter the days in the ODP Calculator if my schedule changes due to unforeseen circumstances?

ODP days are selected based on a *reasonable estimate* of time and effort. If the work is rescheduled but performed within the off-duty period, it is still compliant. Any *significant*

*changes* in your schedule that would cause work not to be performed within the off-duty period should be corrected timely after discussing with your departmental HR professional.

**7. Can I combine release time or supplemental compensation with ODP?**

According to OAA guidelines, Supplemental Compensation can only be utilized during on duty periods; therefore, it cannot be utilized with ODP.

Faculty on Release Time have been “released” from their regular duties typically to work on a research grant. Because faculty can only be released from the regular duties during on duty periods, Release Time cannot be combined with ODP.

**8. Can I request ODP for time worked last month/last summer?**

No. ODP must be requested prior to or by the first business day of the month it is to be earned. It should be paid in the month the work is performed.

**9. Can I perform the summer research for which I am earning ODP at an alternate location?**

Yes, if the designed ODP activities can reasonably be completed at the alternate location.

**10. Can I work ahead on the deliverables for my summer ODP throughout the academic year?**

No. Sponsored effort committed during the academic year cannot be deferred or "charged" to the summer period. You must earn the ODP in the same period it is received. Effort certification would be misstated if you were to contribute effort during the academic year but receive summer ODP for the work. Ultimately, ODP effort must be expended during the stated ODP effort period. Otherwise, it can be considered fraud.

**11. Can I combine my summer ODP effort with other responsibilities I need to get completed?**

Yes, but the amount of salary charged to ODP must be commensurate with your time devoted to the work. The principal investigator is required to certify employee time and effort, and it is his/her responsibility to ensure that the time was spent, as certified, on the specified project. Therefore, you may only engage in activities that directly benefit the project providing the compensation. It would not be appropriate to work on other responsibilities during that month.

Examples of additional work that could not be combined with 100% sponsor paid effort include, but are not limited to:

- writing a new grant proposal;
- working on other research;
- significant administrative work beyond de Minimis activity (e.g. brief consultation with graduate students, handling an occasional non-project-related phone call or email, or attending a short, rare administrative meeting);

Individuals engaged in summer teaching, administrative or other non-sponsored activities are precluded from receiving the maximum summer sponsored projects compensation. In such cases, summer compensation must be adjusted proportionately

to ensure that maximum summer compensation from all sources does not exceed the rate of pay in effect at the time work is performed and the sponsor receives the proportionate benefit of effort funded during the period.

**12. Can I waive the F&A (indirect costs) for the ODP?**

All eligible expenditures, including ODP, must carry the full F&A rate allowed by the sponsor, unless an exception is granted by the FAES College Administration, at the time of PA-005 approval.

**13. Why do I need to include a separate scope of work and deliverables?**

The Chair/Director is given the complete details of the work to review prior to his/her signature. This provides evidence to an auditor that due diligence was exercised when the Chair/Director authorized the ODP.

*University calendar, ODP guidelines and ODP calculator available at [CFAES Off Duty Pay](#)*