

Appendix 2: Frequently Asked Questions

1. What role should and/or will the Extension Councils play in supporting the FTE enhancement plan for CES positions specifically? It's a tough discussion with council members to explain why and how this impacts workload and the goods and services provided to the community. In short, the Councils have a critical role to play and need to be provided options and opportunities to support the efforts of the faculty serving their counties so the CES's time is spent on serving the needs of the community and not on procuring a salary.
 - September 1st move to 0.9 FTE: RDs are the first level of support for faculty if assistance is needed in helping the county council understand the impact on workload and program priorities for faculty now at a 0.9 FTE.
 - For program efforts: As faculty identify opportunities to increase FTE towards 1.0, these initial increases in FTE should have minimal impact on current program as this is an increase in workload. Additional effort above 0.1 FTE (salary savings) will require a prioritization in effort; RDs, EDs and SPDs will need to assist faculty in these discussions with county councils.
 - For funding: There is not a definitive answer to this as each local situation is different. The district option may be the most effective tool the county councils have to establish a long-term council funding solution that allows sufficient local revenue to fund additional programing resources (people, travel, scholarships, etc.). Local grants and local partners are also possibilities for county councils to develop. The emphasis is on local program and FTE enhancement possibilities can follow the program.
 - Appendices 6, 7 and 8 help councils determine whether a grant or contract should be managed at the council or by the university. There is no definitive answer as each local situation and extension council is different.
 - We do not expect off-campus faculty to spend time "procuring salary dollars". Off-campus faculty interested in growing their FTE should be pursuing opportunities that match with the needs of local programing.
2. Why the 0.03, 0.05, 0.08 or 0.1 FTE enhancement? What if a grant covers 0.02 FTE or 2% or some other 4, 6, 7, 9% FTE? I understand the need to be full percentage points (not 0.035), but not having just 4 specific percentage points for FTE.
 - This is a Peoplesoft (UM HR, Student and Finance system) limitation that at this time we do not have the ability to change.
 - At this time a grant that will only cover 0.02 FTE will not be able provide an FTE enhancement by itself. It can be combined with other FTE enhancement opportunities to reach one of the four tiers of enhancement.
 - An FTE enhancement opportunity that provides funding at a level different than 0.03, 0.05, 0.08 or 1.0 will allow the faculty member to enhance their FTE for the duration of the funding with any additional funds being used as salary offset. i.e. A funding stream that equals a 0.06 increase in FTE will be credited to the faculty member as a 0.05 increase in FTE and 1 % of salary offset.
3. Why were we told at the beginning that we could go above 1.0 FTE to increase our salary but now we cannot?

- Communications have all centered around the possibility to increase your total salary above what it was prior to September 1 – not that FTE could grow past 1.0. Budgetary constraints this year were the impetus for changing FTE of off-campus faculty to 0.9. Parallel to this discussion was the concern of impacting current off-campus faculty disproportionately to expected reductions for other extension employees. In that light, the decision was made to only reduce salaries by 5% while FTE was reduced by 10%. This required special permission from the Provost Office given this technically was considered a salary increase because salaries did not decrease as much as the FTE decreased.
4. The use of fees for FTE enhancement still seems to be a gray area. While FTE enhancement from grants, contracts and gifts can result in salary increases beginning the next pay period, this is not the case with fees?
- Program directors provide guidance on program fees and the expectation that some fees come to campus to support overall program efforts. Different programs build program support balances at different rates. The time-frame on the funding source and availability for FTE enhancement a function of ensuring the funds/revenue is available. The six month minimum is to keep fiscal's transactional management costs in line with the salary benefit realized by faculty.
5. FTE enhancement, salary offset and increasing revenue streams seem to get blended into the same discussion. Are faculty expected to look for FTE enhancement? What is the relationship between FTE enhancement, salary offset and increasing revenue?
- FTE enhancement is completely voluntary. If a faculty member chooses to stay at 0.9 FTE and enjoy the benefit of less time focused on work, that is perfectly fine. Everyone's personal situation is different. This choice by faculty will not impact performance appraisals.
 - Salary offset is also defined in the glossary of terms. It is the process of using outside funds to reduce the amount of state appropriated dollars (GRA) used to meet salary and benefit costs. Salary offset may change program priorities (efforts) within a faculty members workload. It should not increase total workload. While faculty will be included in these discussions, directors have the final say in program priorities. RDs, EDs and SPDs will need to assist faculty in these discussions with county councils.
 - All MU Extension and Engagement faculty have the expectation to grow organizational revenue streams. This maybe through growing current revenue streams, securing a new revenue opportunity or prioritizing efforts to align with different revenue streams to allow successful capture of salary offset. This effort is critical if due to the amount of GRA cuts MU E&E has absorbed in the last several years (\$7M over the last 5 years) and our continued commitment to statewide coverage. We have attempted to mitigate the cuts to the program efforts by significantly reducing staff positions but that is no longer possible without continued offset of GRA funds with other sources.
6. What is the Base salary and how is that calculated? When someone gets a raise does it raise the base alone? We need a central location to look up who has a grant, what % of FTE is allocated for that grant, when the grant starts and when it stops.

- Base salary is the annual salary established in the most recent of either the faculty member's offer letter or annual appointment letter. The FTE of the appointment is also established in these documents. As FTE enhancements increases or decreases overall FTE between 0.9 and 1.0, faculty earnings will increase or decrease correspondingly but the base salary/FTE remains fixed at the level established in the documents cited above.
- Raises or salary increase are tied to base salary. Increases in base salary will also increase the amount of any FTE enhancement.
- Post award personnel in MU E&E fiscal operations have access to the awarded grant information.

7. Concerns were raised about the policy's alignment with the federal law and the Fair Labor Standards Act and why the request for extra compensation form and policy found in the UM system polices did not apply to any funds that exceeded what was needed to fund a position at 1.0 FTE.

- Following up with UM legal, the FTE enhancement policy is firmly withing UM HR policy and reflects the universities adherence to Fair Labor Standards Act (FLSA).
- The term FTE is full time equivalent and equates to a full-time position.
- Faculty positions are considered exempt from reporting hours and overtime under the FSLA and as such there is a greater emphasis on meeting the responsibilities assigned to the position than on working a specified number of hours. Plans of works should reflect workload that is equivalent to your current FTE.
- Additional pay, as outlined on the request for extra compensation does not increase FTE above 1.0 and does not add to base pay. Additional pay is for work outside your *normal* faculty responsibilities and is generally used for faculty teaching for-credit classes on a temporary basis and is not reflected in their current workload.