

## **Intergovernmental Personnel Act (IPA) Agreements**

### **What is an IPA agreement?**

The purpose of an IPA agreement is to allow an employee of UCSB to remain on our payroll and benefits while providing service to a government agency. The majority of the individuals working with government agencies pay the appointees directly and thus no IPA agreement is necessary.

It is also possible for a government agency employee to enter into an IPA agreement to work at UCSB. In these cases an appropriate UCSB appointment must be requested and approved prior to establishing the IPA agreement.

### **How does pay work under an IPA agreement?**

The employee remains on UCSB's payroll at their current rate of pay and benefits. A special account is set up by accounting and entered into PPS. The agency to which the employee is "loaned" is billed for all payroll and benefits expenses.

### **Other considerations of an IPA agreement**

UCSB gets no overhead for IPA agreements. Therefore, it is important to determine what benefits the university will accrue by entering into the agreement. The agreement should take this and other such issues into consideration in determining if it is in the University's best interest to enter into the agreement. It is preferable to have the government agency cover such expenses and housing and/or travel allowances directly rather than moving these funds through the University to avoid the administrative time and cost associated with these types of support. For employees who accrue vacation time, the outside agency will be billed for the vacation time accrued while working under the agreement.

### **How is an IPA agreement initiated?**

The outside governmental agency and the employee's home department will complete an IPA agreement form. The Federal Government form is called "Assignment Agreement" and is available from the US Office of Personnel Management. Details should be negotiated between the agency and the University keeping the above issues in mind. Departments should consult with Academic Personnel as necessary. The following items should be taken into consideration:

- Pay periods should adhere to the individual's normal pay basis (e.g. 09/12 or 11/12)
- IPA agreement pay rate may not exceed the individual's normal monthly pay rate
- Salary increases due to merit, promotion, and/or range adjustment should be included in the IPA agreement budget

## **Review and Approval Process**

Prior to final approval, the department will forward the IPA agreement to the Director of Academic Personnel for review. Academic Personnel will verify the employee's compensation, the pay versus service dates of the contract, and any other pertinent information, and will obtain the approval signature of the Executive Vice Chancellor. The original document will be returned to the department for final coordination with the governmental agency. A copy will be maintained in Academic Personnel.

## **How is billing done?**

Once the IPA agreement has all signatures, the department will forward a copy to the accounting office. Accounting will bill the outside agency based on the IPA agreement. Billing is often on a monthly, after the fact, basis but other arrangements may be made.