

## **EMPLOYEE RELATIONS**

---

### Extra Compensation Involving Work within the University

#### Policy

The salary of regular, full-time staff members is intended as full compensation for job activities performed for the university. However, staff may be render service for other units of the University and/or to perform duties that are substantially outside the scope or reasonable potential scope of the individual's position (i.e. teaching college level classes). In such instances, the individual may be eligible to receive extra compensation if release time is not a feasible option. Performance of work outside the individual's home department is subject to the approval of the home department. The work performed must be after 5 p.m. or outside the staff members' regular scheduled hours of work. This policy would apply only prospectively and is not retroactively.

Nonexempt staff (hourly) is not eligible for Extra Compensation under this policy as they receive overtime pay equivalent to time and one-half or compensatory time off for additional work performed. Principal Administrative Officials are ineligible for extra compensation as well unless otherwise authorized. College Deans are ineligible for extra compensation when teaching in his/her respective college.

#### Policy Guidelines

##### **I. Definitions**

For the purpose of the policy and guidelines the following definitions apply:

***Employing unit*** – also referred to as “unit,” this is the college for academic areas and the vice-presidential unit of academic support areas.

***Home department*** – the employing unit where the staff member is usually employed or where the primary ongoing employment relationship exists.

***Annual Compensation (AC)*** – the annual salary amount paid July 1 through June 30.

***Principal Administrative Officials*** – for the purpose of this policy, principal administrative officials are the President and Vice Presidents.

## **Extra Compensation**

- A. Before any services begin, all extra compensation arrangements must have prior written approval. The University has no obligation to pay extra compensation for services that are not pre-approved.
- B. Extra compensation is not provided for services within the individual's home department(s).
- C. Extra compensation should not conflict with or reduce effectiveness of the individual's performance of primary job responsibilities.
- D. Extra compensation is intended for short-term arrangements, not as an ongoing compensation strategy. For ongoing situations, departments should consider longer-term options, such as release time, using staff within the unit who may have the requisite skills, training available staff members to gain the requisite skills, or incorporating the work in the individual's position description, if ongoing, extra compensation arrangements should be reviewed at least annually by the divisional Vice President, who shall certify in writing that the agreement remains in the university's best interest.
- E. Extra compensation payments should not exceed 10% of regular salary over the annual compensation rate in any year.
- F. The payment of extra compensation does not apply to a temporary promotion or other approved written arrangements outside individual's established compensation plan.
- G. Under no circumstance should an employee receive extra compensation for a task while receiving normal compensation for the same time period. Extra compensation does not add to earnings used for retirement calculations, and no retirement deductions are taken from extra compensation pay.
- H. Employees receiving extra compensation shall be paid said extra compensation through the University's payroll. Such compensation shall be subject to existing Internal Revenue Service regulations as to taxability and/or withholding taxes. No compensation, as defined above and paid to employees who are on the University's payroll, shall be paid as per diem and fees or as stipends.

### **III. Approvals**

All extra compensation arrangements and exceptions to policy guidelines must be approved by the dean and divisional vice president's office.

### **IV. Employee Responsibilities**

- A. Complete the University System Employees Departmental Agreement Form.
- B. Ensure extra work does not interfere with regular job duties

- V. Unit Paying Extra Compensation Responsibilities**
  - A. Obtain approval for the individual to perform extra work and to be paid extra compensation.
  - B. Initiate Personnel Action Form (PAF) for extra compensation.
  
- VI. Employing Unit Responsibilities**
  - A. Ensure extra work does not interfere with regular job duties.
  - B. Approve extra work and compensation as appropriate.
  - C. Ensure extra compensation does not exceed annual limit.
  
- VII. College/VP Unit Responsibilities**
  - A. Approve extra work and compensation as appropriate.
  - B. Annually review ongoing compensation arrangements.
  
- VIII. Office of Human Resources responsibilities.**
  - A. Conduct an annual audit regarding compliance with the policy and follow up with departments as appropriate.
  - B. Maintain relevant documentation to monitor and ensure compliance with the provision of this policy.