



<b>SUBJECT:</b>  ADDITIONAL ASSIGNMENT COMPENSATION	<b>Effective Date:</b>  02-27-14	<b>Policy Number:</b>  7.2	
	<b>Supersedes:</b> Presidential Memorandum #30	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authorities:</b> Provost & Chief Academic Officer Senior Vice President, Financial Affairs		

**APPLICABILITY:**

This policy applies to Faculty, Administrative/Managerial/Professional (AMP), and Support Personnel (SP) of the University.

**DEFINITION(S):**

*Additional Compensation:* Compensation received by a full-time employee for assignments beyond the base salary applicable to their primary assignment for an academic year or annual appointment. For faculty, this definition also applies to Summer Assignments that exceed the summer equivalent of a full-time assignment.

**POLICY STATEMENT:**

It is the policy of the University that the base annual salary for employees is full remuneration for the performance of his/her primary assigned duties and responsibilities. For faculty, the regular assigned duties and responsibilities normally involve instruction, research and service. The expectations and relative proportions of each activity are defined in the faculty member's annual assignment in accordance with the [Provost's Memorandum on Faculty Assignment Guidelines](#) and in conformity with all applicable state and federal laws, rules and regulations and any applicable collective bargaining agreements.

The University recognizes, however, that individual faculty and staff may be interested in undertaking additional work assignments that are *distinctly* beyond their regular responsibilities for a given assignment period, provided the additional assignment does not interfere or conflict with their primary responsibilities or approved outside employment. This policy establishes the standards under which faculty and staff may be authorized to perform such additional assignments and receive additional compensation in conformance with relevant state and federal laws, rules, and regulations, including without limitation OMB Circular A-21.

All Additional Compensation is paid from Other Personal Services (OPS) funds and has no impact on, or applicability to, employee benefits. It should also be noted that SP employees are designated as non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). As such, if an Additional Compensation assignment causes an SP staff member to work more than 40 hours in a work week, all hours worked beyond 40 in a work week must be paid at the overtime rate of time and a half. Additional information regarding this policy can be found on the [Human Resources Department website](#).

No full-time faculty member may be assigned Additional Compensation activities which exceed their primary assignment by more than 25 percent (i.e. no FTE greater than 1.25), unless approved by the Provost or designee.

#### **PROCEDURES:**

1. All activities for which Additional Compensation payments are requested must be approved before the activity commences.
2. The unit/authority that initiates or proposes the Additional Compensation must document the proposed activity in advance by using the applicable "Request for Additional Compensation" form.
  - [Faculty Form](#)
  - [Staff Form](#)
3. For faculty and instructional personnel, the department head/school director and dean of the individual's home department must approve the additional assignment, as well as the Provost or designee, before the assignment becomes effective.
4. For all other eligible employees, the employee's supervisor and the director or vice president of the staff member's home department or division, as applicable, must approve the additional assignment before the assignment becomes effective.
5. If the funding source for the proposed Additional Compensation includes, in whole or in part, sponsored research funds, the approval of the Vice President for Research or designee is also required before the assignment becomes effective.
6. The fully approved form must be accompanied by a Personnel Action Form (PAF) and submitted to the Processing and Records Office of Human Resources.

**INITIATING AUTHORITY:** Provost & Chief Academic Officer

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POLICY APPROVAL  
(For use by the Office of the President)

Policy Number: 7.2

*Initiating Authority*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Gary Perry

*Policies and Procedures*

*Review Committee Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Elizabeth Rubin

*President*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Dennis Crudele

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Executed signature pages are available in the Office of the General Counsel