

# Policy No. 612

Area: Human Resources

Adopted: August 15, 2005

Revisions Adopted: June 9, 2016

*Original signature is on file in  
Administration & Finance*

Certified by \_\_\_\_\_  
Dr. Cynthia Jackson-Hammond  
University President

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## **SUBJECT: Non-Bargaining Staff Supplemental Compensation for Work within the University**

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The contract salary paid by the University to full-time, non-bargaining unit staff represents full payment for all job activities performed for the University. It is not unusual for staff to work in excess of the University's standard forty-hour work week, without receiving or having the expectation of receiving additional remuneration. However, staff may be requested to render services for other units of the University and/or to perform duties that are outside the scope of the individual's position. In such cases, the employee may be eligible to receive supplemental compensation if release time is not a feasible option.

**Note:** This policy applies only to exempt and salaried staff, as non-exempt staff generally receive compensation (overtime pay or compensatory time off) for additional work performed.

Employees at the level of Directors or equivalent, or higher, are ineligible for supplemental compensation.

Supplemental compensation will be permitted according to the following requirements:

- (1) Before any services begin, the supplemental compensation arrangement and rate of pay must receive approval from the division head of the employee's regular position, and the employee's direct supervisor. The supplemental compensation "Certification and Approval Form" (attached) must also be completed and processed along with an Employee Action Form before any services begin. (The University has no obligation to pay supplemental compensation for services that are not pre-approved.)
- (2) Supplemental compensation is generally not provided for services within the employee's department.
- (3) The supplemental assignments must be performed outside the employee's normal work hours and shall not conflict with, or reduce, the effectiveness of the employee's performance of primary job responsibilities. The employee shall be required to document the number of hours and the times of day worked.

- (4) The supplemental work performed must be beyond the scope of the employee's primary job responsibilities, and must be allowable under the terms of his/her regular appointment.
- (5) The rate of pay may not exceed the amount of the employee's regular position, unless approved in advance by the division head of the area receiving the supplemental work. The rate of pay may be less than the amount of the employee's regular position.
- (6) Total supplemental compensation payments shall not exceed 15% of regular annual salary over a fiscal year.
- (7) When the supplemental assignment pertains to a sponsored project, such work must be specifically provided for in the award document or approved in writing by the sponsor.
- (8) Supplemental compensation is intended for short-term arrangements, not as an ongoing compensation strategy. For long-term needs, consideration should be given to creation and filling of permanent full or part-time positions, or incorporating the supplemental duties into an existing position description.

*[Note: This policy does not pertain to adjunct teaching assignments. Please see Policy No. 611 on that subject.]*