

## Supplemental Compensation Policy

### Policy Statement

This policy addresses supplemental compensation for Faculty, Unclassified, and Classified Staff that is earned for performing work outside the scope of the employee's normal duties.

### Purpose of Policy

This policy provides the context of extra compensation and the cap for this compensation.

### Applicability

All Faculty, Unclassified, and Classified Staff.

### Policy Procedure

Employees may engage in extra service or work activities for supplemental compensation provided the activities do not conflict with scheduled or assigned University duties.

Employees appointed on a 12-month basis may receive supplemental compensation not greater than 30% of their annual salary rate. Supplemental compensation may be earned only for an additional workload undertaken entirely outside of regularly scheduled work hours unless annual leave is taken or through an adjusted work schedule.

Employees appointed on a 9-month basis may receive supplemental compensation not greater than 30% of the salary rate as stated in their 9-month appointment letter, plus an amount equal to 30% of full-time summer compensation, (19.5% of the faculty member's 9-month salary). It is understood the additional workload for supplemental compensation will be undertaken only when the additional duties will not interfere with regular University duties such as teaching, office hours, committee work, University service, or scholarly productivity.

For example, a faculty member's academic salary is \$50,000. Their potential summer salary is \$9,750 (\$50,000 X 19.5%). Their total salary would be \$59,750 so they would be able to earn \$17,925 in supplemental compensation.

\$50,000.00 – academic year salary  
\$9,750.00 – summer salary  
\$17,925.00 – supplemental compensation  
\$77,675.00 – total compensation for the fiscal year

If the faculty member doesn't teach summer school, the total amount they can earn in supplemental compensation would increase by the summer school amount. In the example provided, the supplemental compensation amount would be \$27,675.00.

All such supplemental compensation for 9-month and 12-month employees must be justified on a case-by-case basis and approved by the appropriate vice president prior to the beginning of the assignment. The maximum allowable compensation, as described above, includes credit courses taught on and off campus on an overload basis, non-credit courses taught on an overload or additional duties basis, and other internally or externally funded programs which are processed through the University payroll system. The supplemental compensation limitation applies to the total overload and additional duties compensation situations and not to each one separately.

The Department Head and Dean/Director should analyze carefully the total professional commitment of the employee before approving supplemental compensation for additional workload. Faculty and Staff cannot receive supplemental compensation for work that has already been compensated by University sources or when conducting work related to assigned University responsibilities.

The Supplemental Compensation policy applies to all staff and all faculty for payment of any supplemental pay for additional duties, including those of an academic nature.

*[End of Policy]*