Extra Pay for Extra Work

Summary/Purpose: Regulations are given as to when exempt, nonexempt and faculty may earn extra pay. This includes full-time faculty teaching through the Institute of Continuing Studies, directing a correspondence course, or teaching during summer school, and full-time staff teaching outside the normal work day or during the course of a normal work day. Regulations are also given for employees entering into consultation or services on and off campus.

Nonexempt University employees as defined by the 1966 Amendments to the Fair Labor Standards Act, will be compensated for hours worked in excess of the basic workweek when they are required by emergency reasons to work overtime (see "Fair Labor Standards Act" for complete details). When personnel are required to work overtime, prior approval of the department head must be obtained.

No additional payments for extra work will be made to department heads of the University or top level administrative employees when the work performed is in connection with their regular duties.

With the permission of their supervisor, a full-time University staff member will be allowed to receive additional compensation for teaching a class, if the class is taught outside the traditional 8 a.m. to 5 p.m. standard workday. If a University staff member (staff member is defined as a non-tenure track employee) desires to teach a course during the traditional 8 a.m. to 5 p.m. standard workday for compensation, the staff employee must use leave for the time they are teaching. The full amount of leave for the semester will be deducted in its entirety at the beginning of the semester by Human Resources. If the employee does not have enough leave equal to the total number of contact hours for the course, the employee will not have the option to be paid.

A full-time faculty member may teach and receive compensation for one credit-bearing course each semester taught through the Institute for Continuing Studies. Tenured and tenure track faculty members who are not employed on a twelve-month contract are allowed to earn compensation in addition to academic year salary for work performed between the end of the spring semester and the beginning of the fall semester (note: this period begins the Monday after spring commencement and ends on the last weekend before the first day of the 9 month faculty contract).

Faculty can earn pay by teaching, conducting research, or working on sponsored activities. The maximum number of classes that a regular faculty member may teach during the summer is four three-hour courses (or equivalent). Deans of the schools or College may impose a more restrictive limit. The following types of courses offered during this time will count towards this maximum allowed number:

- May Intersession courses (all campuses)
- August Intersession courses (all campuses)
- Oxford Summer courses (includes Fall Term, First Term, and Second Term)
The University of Mississippi

- Southaven, Tupelo, and Booneville Summer courses (includes Full Term, First Term, and Second Term)
- Ole Miss Online Courses
- Teacher Workshops for credit
- Study Abroad courses

Nine month faculty teaching less than full-time during the summer may be paid for research or sponsored activities at their academic year rate for the portion of their time they are not teaching. For example, an individual teaching half-time during a particular summer term would be allowed to earn up to an additional 50 percent pay during that period, calculated at his/her academic year salary rate on a daily basis. A full-time teaching load during any of the above terms is defined in the following ways: for one of the intersessions, one three-hour course; for the first or second term, two-three hour courses with the possible addition of a one-hour related lab; courses taught over the first and second summer terms are counted in part and evenly for each term; courses that are less than three hours make a partial contribution to the full-time teaching load.

This policy has not effect on salary per class amounts paid from the Summer Session budget.

A full-time University faculty member will receive as extra compensation the fees for directing a limited number of correspondence courses.

In general, when the University enters into contract or arrangement to provide services to an organization outside of the University, the participating personnel of the University will not be entitled to extra salaries for these services. The employees will receive their regular salaries, and the organization will reimburse the University. Exceptions may be made when additional responsibilities and work load can be demonstrated. This statement does not preclude fees offered for consulting and the rendering of professional services on an individual basis when such activities meet with the approval of the Chancellor. The terms of any such arrangement with an outside organization, either for regular services or for individual consultative services and the like, must have the prior approval of the dean and the Chancellor. See also "Non-Institutional Employment Policies."

Intra-university consulting is assumed to be undertaken as a University obligation requiring no compensation in addition to full-time base salary. However, in unusual cases where consultation is across agency or departmental lines or involves a separate or remote operation, and the work performed by the consultant is in addition to his or her regular departmental load, the employee may be paid an additional sum of money above their base salary. Any charges for such work representing extra compensation above the base salary are allowable once an HR Form 17 has been approved. (For the purpose of this document, a research or service center or bureau may be considered as a department.)