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.

A full-time faculty member may teach and receive compensation for one credit-bearing course each semester taught through the Institute for Continuing Studies. During the summer, the faculty member may teach one such course between the termination of one 9-month contract and the beginning of the next, if employed full-time during the Summer Session, and more if teaching less than full-time or not at all during the Summer Session. (Additional limitations may also be set by the individual college or school.) Under certain circumstances full-time faculty may receive compensation for participation in non-credit conferences, workshops, etc., so long as they are administered through the Institute for Continuing Studies.

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 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, 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.)