

# **SUL ROSS STATE UNIVERSITY**

*A Member of the Texas State University System*

## **SRSU Policy: Compensation in Excess of Base Salary**

**SRSU Policy ID: APM 5.22**

**Policy Reviewed by: Director of Human Resources**

**Approval Authority: VP for Finance and Operations**

**Approval Date: October 15, 2013**

**Next Review Date: October 15, 2018**

This Policy/Procedure defines *compensation in excess of base salary* and sets forth institutional review and approval requirements for such payments to university employees. This policy establishes guidelines consistent with federal and state regulations for the total allowable compensation that can be paid to faculty and staff from university-controlled funds. This policy does not apply to overtime and compensatory time for classified employees. This policy does not apply to longevity or hazardous duty pay for staff employees.

All faculty and staff, regardless of funding source, are accountable for 100 percent of the duties associated with their basic appointment. The primary obligation of university employees is the full and complete execution of all assigned duties and responsibilities. However, in certain situations, compensation in excess of base salary may be permitted for additional duties.

State regulations prohibit the appointment of university employees for more than 100 percent time for services considered to be regularly assigned duties associated with an individual's full-time responsibility.

Employees may be requested to provide consulting, extension, and/or other activities within the university that are considered to be in addition to their regularly assigned duties for which compensation in excess of base salary may be paid. These extra duties are temporary in nature, such as meeting immediate student instructional need when a faculty member leaves on short notice.

Compensation in excess of base salary is a temporary adjustment of total compensation, which must be specified and approved in writing by the appropriate administrative channels, prior to work commencing and is expressly conditioned on availability of funds.

Without exception, all payments to university employees will be made through Human Resources payroll services. Overload, stipend, and one-time payment requests must be submitted and paid before the close of the fiscal year in which the services were performed. Payments for additional compensation using grant funds must be requested and approved

within the appropriate grant funding period.

## **Definitions**

### a. Base Period

The base salary period for staff is the university's fiscal year (September 1 through August 31). The base salary period for a full-time faculty appointment is the academic year (September 1 through May 31). Summer months and periods of time during the academic year when the university is not in session, e.g., holidays, semester breaks, are not included in the base period. However, the university may employ faculty members during the summer months for specific teaching, research, or sponsored agreement assignments.

### b. Base Salary

Institutional base salary refers to academic year faculty appointments (usually nine months). Compensation to faculty for summer assignments is paid according to a standard per course, flat rate of pay.

### c. Compensated Effort

Compensated effort is defined as all university-related activities included in the institutional base salary, regardless of whether the activity takes place inside or outside of normal business hours. For higher education faculty, compensated effort includes teaching, research, and service which is consistent with the *SRSU Faculty Handbook*, 2.07 Faculty Workload Policy.

## **Activities which may qualify for additional compensation**

The activities listed below are considered additional responsibilities for which an employee may receive additional compensation:

- a. special projects assigned by approved university administrators that are in addition to an employee's normal responsibilities;
- b. intra-university consulting or other special services conducted for a university department or area other than the employee's department;
- c. services beyond normal duties of the position held which cannot be reimbursed by compensatory (comp) time, including incidental work on research and sponsored programs;
- d. increases in teaching load (overload) approved by the provost/vice

president for academic and student affairs; and

e. duties that are not considered in the base salary.

Additionally, the university may employ faculty members during the summer months for specific teaching, research, or sponsored agreement assignments for which they are paid a salary.

Any individual who is dually employed with the university and with another state or federal agency must obtain prior written approval from the president before entering into any activity for which compensation in excess of base salary is to be requested or paid. See *TSUS Rules and Regulations*, Chapter V. Outside Employment (4.83 and 5.4)

### **Forms of Additional Compensation**

Additional compensation is a payment in addition to the base salary for work performed that is (a) in addition to the employee's regularly assigned duties; and (b) outside the employee's home department or involves a separate/remote operation. Additional compensation is not included in institutional base salary.

There are three forms of additional compensation in excess of base salary: (1) Overloads; (2) Stipends and (3) One-time payments

1. Overload:

"Overload" means a payment for an academic function that exceeds normal teaching loads (*SRSU Faculty Handbook*, 2.07 Faculty Workload Policy) or regular staff assignments. Overload is a temporary augment to salary.

- a. Overloads appear on the regular monthly payroll check and are included in all benefit calculations.
- b. Overloads are requested on the Temporary Employment Form (TEF).

2. Stipends:

"Stipend" is a payment in addition to the base appointment salary for additional duties. A stipend does not increase the base appointment salary. Stipends are requested on the Temporary Employment Form (TEF).

3. One-time payment

“One-time payment” means a lump-sum payment in addition to the base appointment salary that provides recognition or incentives to employees as established in university policy, such as an award for outstanding teaching or service.

Requests for additional compensation in excess of base salary: (1) must be submitted in writing to the appropriate vice president; and (2) in advance, before work is started, on the Temporary Employment Form (TEF). Consequences for late submission of forms may result in a delayed or denied payment to the employee.

A description of the extra work and documentation of the additional compensation shall be maintained by the department chair, division director or other primary administrator who initiated the request for additional compensation.

Department chairs, division directors and deans shall carefully analyze the total professional commitments, including outside consulting, of the employee requesting additional compensation. Additional compensation should be approved only if the employee's and the department's general functions will not be adversely affected.

If allowed by a sponsor, additional compensation may be paid from grant, contract, or other sponsored agreement funds; however, all such requests for additional compensation must be provided for in the agreement or approved in writing by the sponsoring agency prior to the commencement of work.

Examples of additional compensation may include: interdepartmental consulting, or work involving a separate or remote operation, or short-term, incidental work on grants, contracts, or other sponsored agreements; and the work performed is in addition to the regular departmental load.

At no time can the rate of pay for additional compensation exceed the employee's normal rate of pay.

Authoritative Reference:

Office of Management and Budget (OMB) *Circular A-21, Cost Principles for Educational Institutions*, Section J. 10.d. Salary rates for faculty members