

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: VP for Finance and Operations

Authority: Executive Cabinet

Approval Date: 1/31/2025

Next Review Date: 1/31/2030

This Policy 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 for the total allowable compensation that can be paid to full-time 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 full-time 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 for their primary position. 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 perform duties or activities within the university that are considered to be in addition to their regularly assigned duties or outside of normal work hours for which compensation in excess of base salary may be paid. These extra duties are temporary in nature, such as meeting immediate student instructional, providing a special service, or acting in an interim capacity.

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 the Payroll process. Overload, stipend, and award 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. Compensation in Excess of Base Salary

Compensation in Excess of Base Salary is defined as 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.

b. Fiscal Year

The Fiscal Year period for staff is the university's fiscal year of September 1 through August 31. The base salary period for a full-time faculty appointment is the academic year (September 1 through May 31) consult Academic Affairs.

c. Base Salary

Base salary refers to the amount of compensation agreed to at time of hire, amount stated in the faculty contract, or amount reflected in the Fiscal Year budget for the primary position. Compensation to faculty for summer assignments is paid according to a standard per course, flat rate of pay.

d. Outside Employment

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 AMP Chapter 5.24 and *TSUS Rules and Regulations*, Chapter V. Outside Employment (4.83 and 5.4)

Forms of Additional Compensation in Excess of Base Salary

Compensation in Excess of Base Salary is a payment for work performed for overloads, stipends, and awards.

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 assignment.
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. That 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.

3. Award payment

“Award 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.

Requests for additional compensation in excess of base salary must be submitted in writing to the appropriate vice president before the work assignment started. 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.

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