

Procedure 5-403A: Additional Compensation for Exempt Staff, Academic Non-Faculty, and Staff Administrators.

Revision 0. Effective date: February 14, 2023

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I. Purpose and Scope

A. Purpose.

Payment of Additional Compensation is restricted to salaried staff employees for the payment of services that arise infrequently and are not within the scope of the employee's normal working assignment, i.e., services that have significantly deviated from the job's normal expectations. It must be used only in those non-base salary cases in which it is not appropriate to process the payment through initiation of, or change to the ePAF form. See Rule R5-403A for more information.

B. Scope.

This procedure applies to all exempt staff, Academic Non-Faculty, and Staff Administrators.

II. Definitions

The definitions provided in Policy 5-403 and Rule R5-403A apply for this procedure.

III. Procedure

- A. Examples of when an Additional Compensation form should be used:
 - 1. Infrequent assigned work in another department with performance of a specific function that is significantly different from the position the Employee currently holds
 - 2. Long term special projects
 - 3. Payment required by employment contract
- B. Additional Compensation is not appropriate for:
 - 1. Payment to an exempt Employee for overtime worked with exceptions discussed in Procedure 5-403F.
 - 2. Payment of an honorarium to an employees (refer to Policy 3-062)
 - 3. Payments for any research assignment, whether on or off campus
- C. Eligibility
 - 1. An employee must be in an active status (non-terminated) at the time an Additional Compensation payment is made.
 - 2. An Employee must meet specified criteria outlined in agreement set forth by the Employee's department.
- D. Additional Requirements
 - 1. If any portion of the funds to be used for Additional Compensation paid by the University is from federal grants or contracts, the Additional Compensation payment must be approved by the Federal awarding agency.
 - 2. The department submitting payment shall retain any additional documentation required for payment.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules.

1. Policy 5-403: Additional Compensation Policy
2. Rule 5-403A: Additional Compensation Staff (Hourly/Exempt)

B. Procedures, Guidelines, and Forms. [*reserved*]

C. Other Related Resources.

1. [Additional Compensation Form](#)

V. References

- ##### A. Policy 3-062: Honorarium Payments

VI. Contacts

The designated contact officials for this Regulation are

- ##### A. Policy Owner(s) (primary contact person for questions and advice): Human Resources Associate Director, Payroll
- ##### B. Policy Officer(s): Chief Human Resources Officer

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

- ##### A. Current version. Revision 0. Effective February 14, 2023.