

Additional Compensation for Staff

	<p>Policy identification number:</p> <p>File: Personnel Policies > Exempt Staff</p> <p>Additional Compensation for Staff</p> <p>Policy Summary</p> <p>This policy provides College managers and supervisors with guidelines and procedures for additional compensation for staff members.</p>
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Policy Owner	Approval Date	Effective Date
Director of Human Resources	February 9, 2024	February 9, 2024

Search Terms	Scheduled for Review
Compensation, staff	Spring 2029

I. Policy Statement

Additional compensation may be used to provide compensation for occasional, temporary work outside of the normal scope of activities or functions performed as part of an Administrative Professional (Exempt) or Classified Staff’s regular job responsibilities. The additional compensation should be temporary in nature and extend no longer than 12 months.

Additional compensation for part time assignments of higher-level, more complex responsibilities or assigned to an interim position may be considered under the college Memorandum of Understanding procedures.

The [Outside Employment for Staff Form](#) should be completed if a staff member is working for another organization or paid as a consultant.

II. Policy Provisions and Criteria

An additional compensation request for staff who are full-time (100% FTE) should be rare.

- A. Salaried, exempt from overtime staff working on special projects outside their regular job responsibilities and outside their normal work hours may receive additional compensation only when the following requirements are met:

- a. Teaching regularly scheduled academic classes, performing services or projects outside their normal work responsibilities when there is no other qualified person available to perform the work as part of a normal workload.
 - b. The work is done in addition to a full workload and cannot otherwise be done as part of a full or normal workload and is typically compensated by a cost center other than their primary.
 - c. Special services, projects or assignments clearly outside the scope of activities or functions performed as part of the employee's regular job responsibilities and outside the employee's primary cost center.
- B. Only in exceptional cases will non-exempt, hourly staff be permitted to work over their normally scheduled work unless:
- a. The weekly hours worked do not exceed 40 hours per work week and are clearly outside their normal Full Time Equivalent (FTE).
 - b. Teaching regularly scheduled academic classes when there is no other qualified person available to perform the work as part of a normal workload.
- C. Cumulative payments during a fiscal year for additional compensation may not exceed \$15,000 or 20% of the employee's annual salary whichever is greater. The employee and the cost center manager are responsible for monitoring the total additional compensation received during the fiscal year and for ensuring it does not exceed the maximum limit.

III. Policy Procedures

- A. Request for additional compensation must identify the employee who will be performing the work, include a description of services to be performed and specify the period when the temporary work is being performed.
- B. The Additional Compensation Form must be requested by requesting manager, dean or vice president and signed by the employee and evaluated by the Human Resources Director for compliance with applicable federal and state laws.
- C. The employee must certify that the payment, cumulative with all other additional compensation payments, will not exceed the maximum amount allowed per fiscal year and that the work performed will be outside of their normal working hours.
- D. Requests for additional compensation must be approved in advance of services being performed. Requests require approval of the employee's primary supervisor, division VP or Dean, Director of Sponsored Research (if paid through sponsored funds or grants) and the Director of Human Resources.
- E. Additional compensation may not be paid from grants or sponsored research funds without prior written approval from the sponsor. For additional information regarding sponsored research and grants please see the Office of Sponsored Research website and additional compensation procedures.
- F. Exceptions to this policy will be handled on a case-by-case basis by the division VP, Dean and the Director of Human Resources.

III. Responsibilities

For following the policy: Exempt Staff and Supervisors

For enforcement of the policy: Director of Human Resources

For oversight of the policy: Director of Human Resources and Vice President of Finance and Administration

For notification of policy: Policy Librarian

For procedures implementing the policy: Director of Human Resources