Supplemental Pay

Guidelines
The purpose of Supplemental Pay Policy #7195 is to provide uniform guidance for issuing Supplemental Pay to non-classified staff and faculty. Prior to assuming additional responsibilities, all Supplemental Pay requests must be documented and approved using the electronic Employee Action Form (e-EAF). Employees compensated with additional funds shall not exceed 20% effort above and beyond regular duties. Written academic year workload assignment statements for faculty (policy 4560), or a current approved JDQ for staff, must be reviewed before submitting the request.

FAQs
1. Why do I need to review a workload statement (for faculty) or a JDQ (for staff)?
   Answer: As the supplemental pay request moves through the approvals process, it needs to be clear that the additional duties to be compensated for are not included in a current job description or workload.

2. What are some Additional Assignments that are allowed as Supplemental Pay?
   Answer: Additional assignments and activities allowed as Supplemental Pay include those sponsored by the Division of Extended Studies, such as the Osher Institute or concurrent enrollment duties; specially approved work on a University-administered sponsored project; special projects assigned as additional duties; or teaching additional classes that are not part of regular duties on an exception basis.

3. What kind of work is not eligible for supplemental pay?
   Answer: Assignments that are part of your regular workload are not eligible for supplemental pay. Summer salary and/or off-contract work, administrative stipends, additional appointments, and incentive pay are not classified as supplemental pay.

4. How will I know if the employee is close to or has reached the 20% effort maximum allowed?
   Answer: The Provost office monitors workload and effort for Faculty.

5. Are there any restrictions to the compensation amount other than the 20% effort?
   Answer: Work performed on sponsored projects have additional restrictions. The rate of pay may not exceed an employee’s Institutional Base Salary (IBS) rate and written approval from the sponsor may be required.
6. I’ve been asked to teach an extra class in addition to my regular work load. May I receive Supplemental Pay for teaching?

   Answer: In general, faculty should not be paid Supplemental Pay for teaching credit courses. Only under extraordinary circumstances (e.g., coverage for another faculty member on an emergency medical leave) and with appropriate approvals, may Supplemental Pay be approved for faculty that agree to teach additional credit course in excess of the pre-determined workload value for teaching activities (See policy 4560 – Work Load for Tenured and Tenure-Track Faculty).

7. I’ve been asked to teach a non-credit class by the Center for Professional Development. May I receive Supplemental Pay for teaching?

   Answer: Approval may be granted for Supplemental Pay for conducting non-credit short courses or presenting special lectures, seminars, workshops and conferences. Supplemental Pay may be granted for these types of activities only when they are performed for departments outside of the employee’s home department and when they are not included in a faculty member’s written work load description.

8. I’ve been asked to serve on a university committee that will exceed my service requirement required in my written workload description. May I receive Supplemental Pay?

   Answer: You should discuss this with your supervisor. Committee activities are normally considered part of regular duties. A work load modification should be considered.

9. Is salary received from the Faculty Incentive Pay Program considered Supplemental Pay?

   Answer: No. It is an incentive pay type.

10. I’m serving in an interim role. May I receive Supplemental Pay?

    Answer: No. Your work load description or job description questionnaire should be modified to reflect your interim appointment. You may receive an adjustment to your institutional base salary but should not receive Supplemental Pay.

11. I’m a classified employee. May I receive Supplemental Pay?

    Answer: No. If you are an employee who is eligible for overtime under the Fair Labor Standards Act, you may not receive Supplemental Pay in lieu of overtime.

12. Is summer salary considered Supplemental Pay?

    Answer: Summer salary (or any salary earned during an employee’s off-contract period) is not considered Supplemental Pay. Summer salary or off-contract salary is excluded from the 20% maximum. However, summer salary or off-contract salary is limited to 100% of the base salary amount, prorated by the off-contract period. For example, a faculty member on
a 9-month appointment with an institutional base salary of $63,000 may earn up to an additional $21,000 in summer salary or off-contract salary. Summer salary may not be received for work performed during the institutional base salary period.

13. May I receive Supplemental Pay for work performed on spring break and winter intercession?

Answer: No, spring break and winter intercession are not off-contract periods. They are typically included in the Base Salary Period.

14. May I receive Supplemental Pay for work performed while I am on vacation?

Answer: No. The University may not compensate an employee twice for the same time.

Revised Oct 2015