

Document History

Responsible Administrator: VP Admin and Finance

Responsible Office: Human Resources

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Supplemental Compensation Policy

Policy Statement

This policy addresses supplemental compensation for Faculty, Unclassified, and Classified Staff that is earned for performing work outside the scope of

All such supplemental compensation for 9-month and 12-month employees must be justified on a case-by-case basis and approved by the appropriate vice president prior to the beginning of the assignment. The maximum allowable compensation, as described above, includes credit courses taught on and off campus on an overload basis, non-credit courses taught on an overload or additional duties basis, and other internally or externally funded programs which are processed through the University payroll system. The supplemental compensation limitation applies to the total overload and additional duties compensation situations and not to each one separately.

The Department Head and Dean/Director should analyze carefully the total professional commitment of the employee before approving supplemental compensation for additional workload. Faculty and Staff cannot receive supplemental compensation for work that has already been compensated by University sources or when conducting work related to assigned University responsibilities.

The Supplemental Compensation policy applies to all staff and all faculty for payment of any supplemental pay for additional duties, including those of an academic nature.

[End of Policy]