

Staff Personnel Manual (SPP)

SPP 404–02: Supplemental Pay

Effective: 11/1/1982

Revised: 2/12/2015

Purpose

To determine the appropriate compensation for supplemental work

Source

University policy

Applicability

All regular, exempt [classified employees](#), [university staff](#) and [non-faculty administrators](#)

Policy

Exempt employees must obtain prior written approval from the appropriate administrative official before performing supplemental work for another department. Supplemental pay will be provided to an employee who performs work for a different department or performs different duties. Supplemental work includes tasks requiring an employee's specific expertise or teaching academic or special interest courses.

Supplemental pay may be provided under any of the following conditions:

1. The supplemental work is within the employee's regular [job classification](#), but is performed for a department other than the employee's assigned department and beyond the employee's regular hours.
2. The supplemental work is a specific type that is separate and distinct from the duties and responsibilities of the employee's regular job classification. In this case, the pay rate will be within the range of the assigned [market zone](#) of the job classification that encompasses the supplemental work or at a pay rate approved by the Office of Human Resources (OHR) Partners.
3. The supplemental work is teaching a special interest course that is offered without academic credit. The rate of compensation shall be based on the type of supplemental activity performed and approved by OHR.
4. The supplemental work is teaching an academic course that will generate student credit hours. The rate of compensation shall be based on the normal compensation provided for the type of work rendered and shall be approved by Academic Affairs.

The percentage of supplemental activities shall not exceed 20 percent of the regular (primary) position within a fiscal year. This can be increased to 40% if a staff member teaches 3 credit-hours during a summer or 7.5 week session within a fiscal year.