

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: II:05:02

DATE: July 25, 1988

REVISION/REVIEW DATE: May 1997, October 2000, January 2004, January 2005, January 2013, September 2023, May 2026

SUBJECT: Consulting and Extra Compensation

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

To establish policy regarding employees earnings compensation in excess of their institutional base salary compensation.

Definition:

Extra compensation is defined as any compensation earned through the institution in excess of an individual employee's institutional base salary. Awards and gifts are excluded from the definition of extra compensation. For any person earning extra compensation the total amount of extra compensation they may earn is limited to their respective annual compensation defined as their gross salary.

General Regulations

Compliance with the policy is the responsibility of the individual seeking extra compensation. Generally, employee participation in programs and projects administered or conducted by the University and supported by contracts, fees, or other types of agreements will be considered, under usual circumstances, as a part of the employee's responsibilities to the University, with no increase in the employee's base rate of pay. During time under an extra compensation contract with the University, all employees are expected to fulfill their total University responsibilities.

Criteria for Determining When Extra Compensation is Appropriate

The following issues must be considered in determining whether compensation in excess of an individual's institutional base salary is warranted:

1. The related budget includes sufficient funds to cover the cost of the extra compensation, including benefits.
2. The additional duties will not interfere with the individual's existing University responsibilities.
3. Approval is obtained in advance from appropriate University personnel.
4. Extra compensation must be for duties that are substantively different, temporary, or outside the normal scope of assigned responsibilities.
5. Extra compensation is not permitted for duties reasonably expected within an employee's standard workload.
6. Employees may not receive extra compensation for work performed during their regular duty hours unless advance approval from appropriate University personnel is obtained.
7. Employees must be able to demonstrate on an ongoing basis that activities for which extra compensation is sought do not interfere with teaching, academic advising, service, scholarship, or other University responsibilities. This evaluation will be determined by the respective faculty personnel's supervisor and dean/director on a case-by-case basis in an objective fashion without reservation.

Extra Compensation Form

The "Employee Contract for Extra Compensation" Form ([Form #46](#)) must be completed prior to the beginning of any activity for which the employee will receive extra compensation, and must include all extra compensation activities (excluding summer teaching and course overloads).

Again, all extra compensation activities of the related employee shall be listed on this form.

Extra Compensation related to Sponsored Programs

See policy [II.05.02.02](#)

Adjunct Faculty

Adjunct faculty may participate in extra compensation activities with the understanding that their teaching responsibilities are primary. The amount of time that an adjunct faculty member may devote to extra compensation activities will be determined on a case-by-case basis.

Continuing Education

Continuing education activities, which include non-credit course offerings, are not considered part of an individual's normal workload. Therefore, employees will be entitled to extra compensation when they are engaged in continuing education activities.

II.05.02

Non-Exempt Employees

Non-exempt employees are not eligible for extra compensation. If a non-exempt employee works more than forty hours in a week, the employee may receive compensatory time or, with prior approval of the vice president, overtime pay. Non-exempt employees are required to report their hours on the bi-weekly payroll report.

Approval Process

When an employee meets the criteria for extra compensation, a request for extra compensation may be submitted through the immediate supervisor, dean/director, and vice president. Requests for extra compensation must be approved in advance. The “Request for Extra Compensation” form ([Form #45](#)) has been designed to summarize all existing demands on the individual’s time and to provide the dean / director and vice president with the information necessary to make a professional judgment on the extra compensation request.

RESPONSIBILITY

The Senior Vice President for Finance and Administration and CFO is responsible for this policy.

EVALUATION

This policy will be evaluated at least every five (5) years.