



I. 6.5.5 Supplemental Payments to Exempt Employees

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| Chapter 6 - Fiscal | Original Effective Date: May 2000 |
| Section: 6.5 Office of Payroll Services | Date Last Reviewed: June 2025 |
| Responsible Entity: Senior Vice President and Chief Financial Officer | Date Last Revised: June 2025 |

II. Purpose

This policy provides administrative guidance for supplemental payments to exempt employees for additional services performed in addition to or outside the scope of their regular job assignments in compliance with applicable state and federal laws.

III. Scope

This policy applies to exempt employees eligible for additional compensation beyond their regular pay for additional services performed.

This policy does not apply to overtime pay for non-exempt hourly employees who work in classified non-exempt positions. Non-exempt employees receive supplemental payments for additional services as overtime pay in accordance with the Fair Labor Standards Act. See the Institutional Handbook of Operating Policies (IHOP) [4.6.5 Fair Labor Standards Act \(FLSA\): Work Hours and Overtime Provisions for Non-Exempt Employees](#) and IHOP [6.5.3 Instructions for Hourly/Overtime Pay](#).

IV. Policy

A. General Policy

Generally, services ordinarily expected to be performed by employees in their normal jobs will not be eligible for payment under this procedure. Advance written approval must be obtained for any payment to an employee for supplemental services rendered to the institution. The supplemental payment request must clearly show that the payment was not in the course of an employee's normal work schedule or work responsibilities. All payments must be properly supported with documentation and approved by the appropriate Dean or Vice President and the Chief Financial Officer. Payments are made by the Office of Payroll Services.

B. Payment for Additional Services to Exempt Staff

6.5.5 Supplemental Payments to Exempt Employees

Request for payment must be submitted to the Office of Payroll Services no later than sixty (60) days after the supplemental services have been provided and include all supporting documentation and required approvals from the department head, Dean or Vice President, and the Chief Financial Officer or their designee.

Exempt non-faculty employees should be paid by the hour for the supplemental services they provide. Their payment should be based upon their regular hourly rate, although some exception may occur when the supplemental services being provided are dramatically different from their normal job responsibilities. Appropriate supporting documentation should be attached to the payment request which should clearly substantiate the services were performed. If an employee performs work for another department on an occasional basis, then the other department will transfer funds to the department in which the employee is appointed to cover the services of the employee.

C. Supplemental Payments to Faculty

Supplemental payments may be paid to faculty when coverage of clinical services is required outside of faculty's normal work schedule. Supplemental payments may be required due to staffing shortages or emergency situations due to an unanticipated event or increased patient volume. Each department will be required to have a supplemental pay plan approved by the appropriate Dean's Office. These pay plans will be reviewed and approved by the Chief Financial Officer.

Appropriate supporting documentation must be included with the [Supplemental Payment Request](#) which clearly substantiates the services performed and contains required approvals from the department head, Dean or Vice President, and the Chief Financial Officer. As a guideline, supplemental payments should not exceed 30% of a faculty's baseline salary. Any exceptions would need to be presented to the Dean's Office for appropriate approval. All exceptions must be documented and forwarded to the Chief Financial Officer for approval

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

| Effective Date | Action Taken | Approved By | Effective Date |
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| 05/2000 | Policy Origination | | |
| 05/2016 | Policy Revision | | |
| 06/2025 | Policy Revision | Executive Committee | 06/23/2025 |