



6.5.5 Supplemental Payments to Employees

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.5 Payroll Services	Date Last Reviewed: May 2016
Responsible Entity: Vice President and Chief Financial Officer	Date Last Revised: May 2016

I. Purpose

This policy provides for the administration of 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.

II. 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 employees who work in classified Non-Exempt positions. Non-Exempt employees are to 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](#).

III. 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.

6.5.5 Supplemental Payments to Employees

B. Payment for Additional Services

The form, a Request for Approval and Payment to Employees for Additional Services must be completed. The person performing the services signs the form and the Program Director forwards the form to the respective Dean or Vice President for approval. After all above signatures have been obtained, the form is sent to the Office of Human Resources for review and approval. After approval, the Office of Human Resources will forward the form to the Payroll Services Office for payment.

The form must be submitted no later than sixty (60) days after the supplemental services have been provided. Note that the form is only to be used for payments to exempt employees and faculty. 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 form which clearly indicates which days and times were outside of the normal work schedule. The reason(s)/justification for the additional payment should be noted in the appropriate area of the form.

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 forwarded to the Office of the Vice President and Chief Financial Officer.

Appropriate supporting documentation will be attached to the [Supplemental Payment to Faculty](#) form which clearly indicates which days and times were outside of the normal work schedule, and the reason(s) for the additional payment. 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 will be documented and forwarded to the Office of the Vice President and Chief Financial Officer.

The [Supplemental Payment to Faculty](#) form must be signed by the faculty, and the Division Chief and Chair, and then forwarded to the respective Dean for approval. After all the signatures have been obtained, the form is sent to the Office of the Vice President and Chief Financial Officer for review and approval. After approval, the

6.5.5 Supplemental Payments to Employees

Vice President and Chief Financial Officer’s Office will forward the form to the Payroll Services Office for payment.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
05/2000	Policy Origination		
05/2016	Policy Revision		