

# Extra Compensation Policies

## Summary

The university's policy on instances of extra compensation, including limits and restrictions.

## Purpose

To provide guidance to employees on instances of extra compensation, the limits on extra compensation, and restrictions to extra compensation.

## Policy

In those instances where it is not possible for a faculty or professional staff member to be reassigned from his/her University duties to undertake sponsored projects, extra compensation may be paid to the faculty or professional staff members who participate in the approved activities only if all the following conditions approved by the Board of Regents are met:

- A. the work is carried in addition to normal full time duties,;
- B. no qualified person is available to carry out the work as a part of his/her normal work load (this restriction does not apply to non-credit continuing education events);
- C. the work produces sufficient income to be self-supporting and;
- D. additional duties must not be so heavy as to interfere with the performance of regular duties.

## Extra Compensation Rate and Approval

Extra compensation may be offered for faculty/professional staff workload not to exceed 1.10 EFT per fiscal year (July 1 - June 30). Non-credit continuing education remuneration is not included as part of the 1.10 EFT of base salary restriction for faculty, but is to be included for professional staff. Faculty and staff may earn up to \$7,500.00 each fiscal year in support of non-credit continuing education.

Prior to performing any work, approval to pay extra compensation to faculty and professional staff must be obtained by written request. This request should be initiated by the budgeting unit needing the service for which it will pay, and directed to the dean of the college, or division director, in which the faculty or professional staff member is assigned. The request must be approved by the faculty/staff member's department chair or unit head, dean/director, the Director of Institutional Grants (in the case where funding is coming from extramural grant(s)), the appropriate vice president, and the Vice President for Business and Finance. Participation in non-credit continuing education events needs only the immediate supervisor's approval.

### Restrictions

The policies of a sponsoring agency shall govern extra compensation when they are more restrictive than the above Columbus State University policy.

## Related USG Policy

Human Resources Administrative Practice Manual

**Last Update**

6/5/18

**Responsible Authority**

CSU Human Resources