

	Extra Compensation - FACULTY Initiated by Requesting Dept.	Extra Compensation - STAFF Initiated by Requesting Dept.	Additional Pay Initiated by Requesting Dept.	Lump Sum Compensation Initiated by Requesting Dept.
Definition	Payment for service rendered <u>outside</u> the employee's full-time job capacity (the job for which they receive benefits) The faculty member must meet the qualifying criteria below.	Extra compensation may be paid to employees for tasks performed after normal business hours for duties not included in the employee's normal job responsibilities (the job for which they receive benefits) and the employee should meet the qualifying criteria below.	Increases to Base Salary	Payment for work performed separate and distinct from an employee's primary job
Form	Extra Compensation Form for staff and faculty (**For Faculty Overloads see note below)	Extra Compensation Form for staff and faculty (** PT Instructor Agreement form for VPAA)	Additional Pay Adjustment Request Form Request through PeopleAdmin	Request for Lump-Sum Employee Compensation
Policy	"In accordance with USG Policy 8.3.12.4, extra compensation may be paid for participating in appropriate University instructional, research, or service activities when <u>all four of the following conditions are met</u> . When extra compensation is paid, it shall be no greater than compensation paid for performance of the employee's normal duties. "	"Per USG Business Procedures Section 5.3.2, <u>all 3 criteria must be met</u> :	Supporting documentation required for <u>one of the following reasons</u> , and a letter of justification included with the form:	
Qualifying Criteria	<p>1) The work is carried in addition to a normal work load; 2) No qualified person is available to carry the work as part of his/her normal load; 3) The work produces sufficient income to be self-supporting; 4) The additional duties are not so heavy as to interfere with the performance of regular duties.</p> <p>When off-campus services conducted through a continuing education center can be included in the normal work load of an individual, no additional compensation shall be paid. Extra compensation shall be paid when the off-campus service meets the four conditions stated above (BoR Minutes, 1951-52, pp. 96-97.</p> <p>*** Per 4.10 Faculty Overloads and Instructional Responsibilities Contract modifications should be done using the USG Contract Addendum for Temporary Overload Compensation. Because overloads involve a modification to a faculty member's original contract, Section 5.3.2 of the Business Procedures Manual on Extra Compensation does not apply to faculty overloads.</p>	<p>1) Task must be outside of employee's regular department; 2) Employee must meet at least one of the criteria below: Chaplain, Fireman, Dentist, Certified Interpreter for Deaf Persons, Registered Nurse, LPN, Psychologist, teacher/Instructor of evening course or program, Professional holding doctoral or master's degree; part-time employee; 3) Form must be approved by Department Head, Dean, and VP."</p> <p>Also, an employee meeting all three criteria listed above may be paid extra compensation for a task for another department during normal job hours if the task is not part of the employee's normal job responsibilities, and the employee takes annual leave for the portion of time that is being used for the task receiving extra compensation.</p> <p>Employees that have been determined by the institution to be non-exempt, as defined by the Fair Labor Standards Act (FLSA), and are performing extra duties could qualify for overtime pay. Non-exempt employees should be paid at least the overtime rate or more. Under no circumstances should an employee receive extra compensation for a task while receiving normal compensation for the same time period. Extra compensation does not add to earnings used for retirement calculations, and no retirement deductions are taken from extra compensation pay.</p>	<p>1) Additional responsibilities have been assigned to the position but are not significant enough to justify a reclassification. 2) Market conditions discovered by either a verified external offer to an employee or by a wage and salary market survey performed by Human Resources and Employee Development. 3) Completion of specialized education or training or experience has added productivity or capability to the completion of duties and was not considered in the initial rate or pay or the merit increase process. 4) Human Resources and Employee Development has determined that salary compression (where the salaries of employees are too close together) or inversion (when newly hired employees are paid more than the senior employee) has caused a pay disparity. 5) Superior performance by the employee, including both quality and/or quantity of work performed which was not considered in the merit increase process.</p>	

Additional Links: [USG Contract Addendum](#)

[Part Time Instructor Agreement Form](#)