

# Human Resources and Employee Development

## Request for Extra Compensation for Faculty & Staff

By signing you are verifying that all BOR criteria are met and are in compliance with the procedures and policy as indicated below.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Last 4 digits of employee's SS# or VSU ID #

### Home Department Information

\_\_\_\_\_  
Employee's Title

\_\_\_\_\_  
Employee's Department

\_\_\_\_\_  
Employee's School/college/division

### Requesting Department Information

\_\_\_\_\_  
Requesting Department

\_\_\_\_\_  
School/College/Division

\_\_\_\_\_  
Funding Source for Extra Compensation

\_\_\_\_\_

No. of hours this request \_\_\_\_\_

Dates from/to \_\_\_\_\_ / \_\_\_\_\_

Amount \$ \_\_\_\_\_

*I will perform the duties as described at right. The number of hours above reflect the work time required for the services to be performed outside my normal work day or while I am on annual leave.*

\_\_\_\_\_  
**Employee's Signature (required)**                      Date

Please provide a brief description of work to be performed and explain why this additional compensation is necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Extra Compensation for Faculty

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 all four** of the following conditions are met:

- **The work is carried in addition to a normal work load**
- **No qualified person is available to carry the work as part of his/her normal load**
- **The work produces sufficient income to be self-supporting**
- **The additional duties are not so heavy as to interfere with the performance of regular duties**

When extra compensation is paid, it shall be no greater than compensation paid for performance of the employee's normal duties.

### Approved by:

\_\_\_\_\_  
Home Department Head (If Needed)                      Date

\_\_\_\_\_  
Requesting Department Head                      Date

\_\_\_\_\_  
Requesting Dean/Director                      Date

\_\_\_\_\_  
Requesting VP or President                      Date

\_\_\_\_\_  
President                      Date

**Extra Compensation for Staff** per USG Business Procedures Section 5.3.2 ; **all three criteria** must be met :

- **Task must be outside of employee's regular department.**
- **This form is signed by appropriate departmental heads.**
- **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 masters degree; part-time employee**

**HR APPROVAL:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_