

UAM OPERATING PROCEDURE 410.5

RE: Extra Compensation Policy

October 8, 1999

Revised: February 9, 2000

Revised: January 27, 2001

Revised: July 1, 2011

Revised: September 18, 2012

Revised: February 24, 2020

Purpose

In accomplishing its mission, the University's greatest resource is its personnel. The purpose of this policy is to provide flexibility within appropriate guidelines in order to permit the most effective use of the time and talents of University personnel.

Assumptions

1. The salary of a full-time employee of the University is intended as compensation for all regularly assigned activities performed for or in the name of the University.
2. An employee may be called upon from time to time to perform additional tasks over and above regularly assigned duties for which he or she may receive extra compensation.

Restrictions

1. An employee must be certified by his or her dean or supervisor as working a full load in addition to the activity for which extra compensation is being recommended.
2. The work for extra compensation shall not interfere with the regular duties of the individual, as certified by the dean or supervisor.
3. The request for extra compensation should be approved by the dean or equivalent officer in advance of performance of the work.
4. Federal funds may not be used to pay extra compensation unless specifically authorized by the sponsoring agency.
5. Extra compensation for an individual must be consistent with any applicable state and federal laws and regulations and with any applicable accreditation standards or criteria.
6. Extra compensation must not result in a conflict of interest.
7. University funds will not be used for extra compensation for speeches, public appearances, etc., which are civic, public relations, or development activities.

8. University funds will not be used for extra compensation for such scholarly activities as research, research consultation and collaboration, or creative works considered part of normal faculty duties.
9. The institutional policy that an employee may not through extramural funding achieve a raise in his or her base annual salary is here reaffirmed.
10. An employee's total compensation for a year or for a month, including extra compensation, shall not exceed the maximum salary as provided in applicable state statutes. A change of title will not be approved in order to pay an individual above his/her existing line item maximum.
11. Full-time employees may teach for extra compensation with preparation for and time in class falling outside their regular work schedules.

The University recognizes that on occasion a faculty member may have extenuating circumstances such as prolonged illness that may require him/her to be away from their classroom assignments for a period of time. In this case, other faculty may be called upon by their Dean to provide temporary classroom instruction. When the absence is two class weeks or less, there will be no monetary compensation to the temporary faculty member. This additional responsibility will be considered service to the University. If the absence of the regular faculty member from his/her classroom assignments is greater than two class weeks, the temporary faculty member will be paid at the current overload rate of pay, prorated for the number of weeks that the temporary faculty member fills the temporary position. Further, the temporary faculty member's compensation will include the two weeks where no compensation was received.

12. Senior administrators, defined as members of the Executive Council (Operating Procedure 205.1) shall not be eligible for extra compensation for teaching a class or performing other duties for the University.
13. Stipends for extra compensation must be authorized to be paid at the regular payroll period for the time period in which it is earned.

Procedures

1. Requests for extra compensation will be made in writing to the Chancellor from the employee's appropriate Vice Chancellor. The Vice Chancellor for Finance and Administration will monitor extra compensation for conformity to the requirements of this memorandum. The requests for extra compensation will require the approval of the Chancellor.
2. The maximum amount which may be paid to an employee is twenty (20) percent of his/her annual salary, in accordance with restriction number ten (10).
3. Exceptions to the provisions of this policy will require the approval of the President of the UA System.