3356-7-46  Supplemental pay for faculty and professional/administrative staff.

Policy statement. On occasion, it is necessary and appropriate to have employees perform services not included in the employee’s assigned duties and responsibilities and to pay employees for these additional services. This policy does not apply to supplemental payment compensation for externally funded grants, sponsored programs and contracts (see rule 3356-7-48 of the Administrative Code, university policy 3356-7-48).

Scope. This policy applies only to faculty and professional/administrative staff. For supplemental payment compensation for externally funded grants, sponsored programs and contracts, consult rule 3356-7-48 of the Administrative Code and/or university policy 3356-7-48, “Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff.”

Parameters.

(1) Supplemental pay assignments are intended to enable the university to generally deal with short-term staffing needs involving unusual circumstances or unanticipated situations, and assignments of additional duties beyond the scope of the assigned duties. Such assignments will generally not be approved as a routine matter or on a continuing or recurring basis and may not exceed six months for professional/administrative staff or one academic year for faculty. In special circumstances, with the approval of the president, these time limitations may be extended.

(2) Supplemental payments to an employee during any fiscal year may not exceed ten thousand dollars. In special circumstances, with the approval of the president, these fiscal limitations may be exceeded.

(3) To allow for accurate and transparent financial analysis and reporting and for audit purposes, supplemental payments should be made from the
appropriate account code in the university’s financial system. Such payments shall be made to the employee on a semimonthly basis.

(4) Supplemental pay assignments must be approved in advance by the employee or the faculty member’s manager in any situation in which the assignment is for work for another university department.

(D) Procedures. See human resources administrative policy 2023-1: “Supplemental pay.”