

CSU-PUEBLO POLICY: SUPPLEMENTAL PAY

Policy Title: Supplemental Pay	Category: Human Resources
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Contact: Human Resources Web: http://www.csupueblo.edu/HR Email: hr@csupueblo.edu	Effective Date: 9/14/2020 Supersedes Policy ID#: 7-006-00
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PURPOSE OF THIS POLICY

This policy provides uniform and consistent standards for awarding supplemental pay to Colorado State University Pueblo faculty and administrative professional staff. The policy is not intended to modify any of the existing policies or procedures governing the administration of University salaries or payments for external consulting.

APPLICATION OF THIS POLICY

This policy applies to Faculty and Administrative Professional Staff (Staff Member).

EXEMPTIONS FROM THIS POLICY

Classified staff, hourly staff, student workers, and temporary staff are exempt from this policy. Classified staff supplemental pay is governed by the State Personnel Rules. Contact the Office Human Resources and institutional Equity (HRIE) for details.

Recognition stipends are monetary awards given for recognition such as Distinguished Professor, Teaching Award recipient, Staff Member of the Year, Endowed Chairs, etc. and are not part of this policy.

DEFINITIONS USED IN THIS POLICY

1. **Conflict of commitment:** Employee commitments external to their primary job duties which substantially burdens or interferes with the employee's primary obligations and commitments to the University.
2. **Supplemental pay:** Any pay awarded to a faculty or staff member which is for activity and pay in addition to that described in their letter of appointment (or subsequent salary increase notifications).
3. **Senior administrators:** President, direct reports to the President, Deans and Associate Vice Presidents.

POLICY STATEMENT

The University recognizes that employees may need to temporarily make contributions that are outside of their current job duties. This may occur when an employee is called to do work outside of their current job description or the employee back fills a vacant position requiring significant additional hours. In addition, employees at times will be called to teach courses as either adjunct professors or to increase their current work load. The University will provide supplemental pay to these employees to compensate them for their additional efforts. The President has the discretion to make exceptions to this policy in rare circumstances.

Eligibility for Supplemental Pay

1. **Senior administrators:** Supplemental pay may not ordinarily be paid to Senior Administrators.
2. **Faculty:** Faculty whose primary appointment is for the academic year are presumed to be fully engaged in fulfilling teaching, research, and service obligations inherent in their academic appointments. Full-time ranked Faculty are required to teach 12 credit hours per semester unless granted equivalency per the Faculty Handbook. For academic or administrative duties assigned beyond the scope of their academic appointments, Faculty may receive supplemental pay, with appropriate prior approvals, whether such duties are performed within the home department or for another department on campus. For full-time Faculty in traditional 9-month (fall and spring) roles, pay for summer school teaching is not considered supplemental pay. Faculty that are appointed as academic program director or coordinator, or assistant, associate and/or department chair may receive supplemental pay for the term of their appointment in such a position.
3. **Administrative Professional Staff:** Guidelines for supplemental pay vary based on the time and location of the work. The following categories delineate when and where extra work resulting in a salary supplement may be authorized for this group of employees. Prior approval for such assignments must be given by the supervisor of the employee's primary job.

a. **Additional Duties in Home Department:** All duties assigned to Administrative Professional Staff employees by their home departments are presumed to be encompassed within their regular appointments. Consequently, for such full-time employees, supplemental pay may only be authorized for additional work performed for or on behalf of the home department that are short term emergency situations, are needed to fill vacancy positions, or to facilitate use of athletic facilities and special events. This will not include special projects, task forces, campus committee assignments, etc.

b. **Additional Duties in Other Departments:** Employees may receive supplemental pay for duties on campus only when such duties are occasional, sporadic, outside of their primary job duties, and do not conflict with primary job duties. For instance, an employee in this group might teach a night or weekend class within Academic Affairs.

c. **Part-Time Employees:** When an appointment is for less than full-time (full-time is 1.0 FTE), the employee remains available to contract with other departments in the University for up to full-time employment through additional assignments and remains eligible to receive supplemental pay. Additional assignments resulting in supplemental pay in the home department may only be granted for isolated or emergency situations. For on-going needs, the appropriate course of action for continuing additional work in the home department would be to increase the FTE of the primary assignment and thereby increase the base salary

d. **Part-Year Employees:** When an appointment is for less than 12 months, the employee remains available for additional work with the home department or other departments and to receive supplemental pay during the months which are not incorporated in the employee's base appointment. . Approval from the supervisor of the employee's primary job is generally not required when work is performed during the months in which the employee is not working in their primary job.

POLICY PROVISIONS

1. Teaching overloads and Extended Studies correspondence courses:

a. Tenure-track or tenured Faculty should generally not be paid extra for teaching credit courses in addition to their normal course load. Instead, other arrangements may be made, such as a corresponding course reduction in the following semester. Under unusual circumstances (e.g. coverage for another faculty member on emergency medical leave), overload pay may be approved for faculty that agree to teach additional credit courses beyond the departmental standard load if there are no external candidates available to hire and if it does not cause a conflict of commitment with the other duties of the faculty member.

b. Library faculty and other non-teaching faculty (whose duties are tied to the normal work week schedule of the University) may be allowed to take on a University teaching responsibility for supplemental pay. Additional activities for supplemental pay must not interfere with the staff member's normal duties, must be outside the scope of the employee's normal job responsibilities, and must be carried out at times other than during the normal working hours established for full-time employment responsibilities of that staff member.

c. Administrative Professional Staff: Non-teaching staff, whose duties are tied to the normal workweek schedule of the University, may be allowed to take on a University teaching responsibility for supplemental pay. To ensure there is no conflict of commitment, additional activities for supplemental pay must not interfere with the staff member's normal duties, must be outside the scope of the employee's normal job responsibilities, and must be carried out at times other than during the normal working hours established for that staff member. Regarding qualified full-time Administrative Professional Staff wishing to teach for Extended Studies, the teaching load is the same as noted for faculty in section 2 below.

2. Division of Extended Studies:

Faculty may be approved by their Chair or Dean for supplemental pay for teaching Independent Study and for-credit courses offered through Extended Studies as long as it does not cause a conflict of commitment with regular job duties.

With Independent Study courses, Extended Studies allows no more than 80 students per academic year (40 per semester in fall and spring) and at most 2 sections per fall and 2 sections per spring for each faculty member. An exception may be made for year-long print based correspondence courses with approvals as noted above. Independent Study supplemental contracts will be paid at the end of fall and spring, regardless of base salary, and excluded from the inclusion of any other supplemental contracts offered during the academic year. Summer is not part of the faculty base employment period; thus, each instructor is permitted to teach 4 classes of Independent Study courses, regardless of full time / part time employment status. Summer enrollments are not subject to the cap stated above.

For-Credit Course Work:

Includes online, short courses, study abroad, courses in partnership with industry/government partners and also at the satellite campuses. Full-time employees and Faculty members may only teach 2 for-credit courses per semester in addition to two independent study courses.

For Non-Credit / Workshops and Development Work:

One-time special payments: In some cases, a one-time payment may be allowed. Examples include but are not limited to, a one-time payment for developing or updating a distance education or online course and conducting a professional workshop. In no case shall a one-time supplemental payment be paid or construed to be a bonus for performance. These one-time / isolated supplemental contracts cannot conflict with an employee's primary job responsibilities.

3. Administrative Assignments:

Some additional assignments for Administrative Professional Staff and Faculty do not extend beyond a few months and are temporary or time-limited in nature, which are eligible for supplemental pay. Examples include but are not limited to, assignments of one year or less as coordinators of undergraduate, graduate, or special programs. Interim appointments to a higher level of administrative responsibility, such as interim department chair, dean or director, may also result in supplemental pay. If payment for any of these administrative services is for a period exceeding one year, the duties should be assigned to the employee's primary job and the base salary adjusted to reflect the change in scope, with the exception of faculty who take on the role of department chair of an academic program and receive supplemental pay for the term of their appointment.

4. Sponsored Programs

Sponsored program activity (e.g., grants and contracts) have special provisions and must adhere to the Code of Federal Regulations, sponsor and institutional policies related to compensation. Federally funded sponsored programs require that an employee follow the institutional base salary rules that govern their respective appointment. In general, faculty and staff members involved in sponsored programs during the period of performance should have their other assigned responsibilities reduced through a reassigned time arrangement as supplemental pay is generally prohibited during the employee's regular appointment period, however, "overload" or supplemental pay may be allowable in certain circumstances. Because requirements vary among sponsors, as well as the specific terms and conditions of the respective grants and contracts, any deviations from the reassigned time approach must be reviewed for allowability and approved by the Office of Sponsored Programs. The Office of Sponsored Programs will approve/disapprove requests upon receipt per the applicable regulations of that respective sponsored program as well as institutional base salary policy.

Procedures for Payment of Supplemental Pay

1. Supervisory/Managerial Responsibility and approvals:

It is the responsibility of the hiring manager to submit a written request stating the justification for the work to be performed and the funding required to the employee's dean or vice president prior

to offering the work to an individual. The request must clearly identify the activities covered, the relationship of the activities to normal job responsibilities, the expected duration, the basis for determining the one-time or periodic supplemental payments, and a basis for the pay amount. It is also the responsibility of chairs, deans, directors, and other unit leaders to review the overall work load of the staff/faculty member who is taking on additional work to ensure that this assignment does not interfere with or affect the quality of the staff or faculty member's primary job. Supervisors may withhold approval if/when they believe the extra assignment would adversely affect the primary job (i.e. constitute a conflict of commitment). Please refer to HRIE for e-job offer process. A copy of the supplemental letter along with the approved justification, shall be retained in the employee's personnel files.

APPROVALS

Approved by Dr. Timothy Mottet, President Date 9/24/2020

Approved by The Board of Governors Date 10/9/2020