### Purpose

To provide guidelines and to prescribe authority and responsibility for the granting of additional compensation to academic and professional employees of the University of New Orleans in accordance with University and the University of Louisiana System rules and regulations.

### Authority

*Authority for this document is derived from the University of Louisiana System Bylaws and Rules Part Two, Chapter III.*

### Definitions

- **Acting Appointment** is a temporary appointment, for a minimum of one month and a maximum of one year, to a position in a classification which is higher than the position for which the employee is employed.

- **Academic Year Appointment** is a nine-month appointment that coincides with the academic year calendar. This appointment is considered continuous from the beginning of the fall semester to the end of the spring semester, with no breaks. Intervening non-workdays, such as weekends, Labor Day, spring break, Christmas break, are included in the academic year base salary.

- **Additional Compensation** is any compensation, excluding other compensation, paid to an academic or professional employee of the University in excess of the employee’s regular base pay.

- **Additional Duties** are services rendered or work performed outside the scope of the employee’s normal duties, as reflected on his/her position description, which are expected to last for a specific time period and require the employee to work substantial additional hours to maintain current responsibilities and perform the additional duties.

- **Fiscal Year Appointment** is a twelve-month appointment which is continuous and which coincides with the fiscal year calendar.

- **Other Compensation** is any compensation, other than additional compensation, which is paid to an academic or professional employee of the University in excess of the employee’s regular base pay, to...
include salary supplements, summer salary, and summer research. Amounts earned during the summer are counted as earnings against the total compensation limits.

**Special Project** is work associated with a special project for a specified period of time which creates substantial additional workload and increases the level of responsibility of the employee. Special projects are not necessarily related to an employee’s primary work assignment.

**Summer Research Compensation** is other compensation paid by the University for work performed between two academic years. A total of 60 working days (one-third of the academic year) is the maximum number of days for which faculty members can charge salaries to grants and contracts during the summer period. Amounts earned during the summer are counted as earnings against the total compensation limits.

**Summer Salary** is other compensation paid between two academic years to a faculty member appointed on a regular academic year appointment. Amounts earned during the summer are counted as earnings against the total compensation limits.

**Total Allowable Compensation** is the total amount of compensation which can be earned by an employee from all UL System sources between July 1 and June 30 of any fiscal year, as stated in AP-BA-39.2 – “Compensation Limits for Academic and Non-Classified Employees.”

**Unrelated Work** is work unrelated to an employee’s primary employing unit as determined by the employee’s Dean/Department Head. This work should not interfere with the employee’s regular responsibilities and will normally be performed outside the employee’s regular work schedule.

**GENERAL POLICY**

Unclassified employees are often expected to work additional hours in the course of their normal work assignments or on special assignments without additional compensation. Generally additional compensation is not granted to unclassified employees. Exceptions will be considered for certain circumstances. Exceptions will not be considered for additional compensation (Cash) for performing duties that are in the scope of their position description. Examples of work not within the scope of an employee’s duties are as follows:

- Non-faculty staff instructing a class during summer session or after regular work hours.
- Faculty or staff assisting/working for a summer camp.
- Faculty/instructors teaching another class beyond their class load.
- Additional compensation for instruction may include teaching courses for college credit in accordance with the faculty workload policy. Additional compensation assignments may also include special teaching assignments in credit or non-credit courses.
- Teaching, research, and/or administrative assignments specifically aligned with the implementation of externally-funded projects.

Prior approval of additional compensation is required; therefore, all requests for additional compensation must be justified in writing and approved through the appropriate approval process before the work can be performed.
Employees receiving additional compensation for research may include summer research grants. Additional compensation requests for periods other than the summer must be justified based on the amount of release time already provided to the faculty member during the academic year for research.

All work performed and approved as additional compensation for fiscal employees must normally be performed outside of the employee’s regular/standard scheduled work week as specified in AP-OP-03.2 – Flexible Work Hours. The standard work week for employees of the University is Monday through Friday with regular work hours of 8:00am–4:30pm. If an employee works a non-standard work week, it must be approved by the appropriate Vice President and documented with the Office of Human Resource Management prior to any additional compensation request for work to be performed.

Additional compensation for fiscal employees for work performed during the employee’s standard work week/hours will generally not be considered/approved.

Typically, additional compensation is time-limited and shall not continue for longer than one year or the funding period of the grant/contract paying the additional compensation. If these additional duties become a regular part of the employee’s position, the employee’s position description (SP-2) shall be updated to include the additional duties/responsibilities that become a regular part of the employee’s position.

Full-time employees may be considered for exceptions for additional compensation. In extremely rare circumstances, additional compensation may be considered for part-time employees for short term or intermittent services which are unrelated to the employee’s current job duties. If these duties continue for a period of time over three (3) months, the employee should be compensated by increasing their percentage of effort and salary through a Personnel Action Form (101) and, if applicable, updating the position description (SP-2).

Job duties for senior administrative positions (deans and above and direct reports to the President) shall be broadly interpreted and presumed to include all aspects of managing areas over which the individual holding the position would normally be responsible. Additional compensation to individuals holding these positions should be considered for exceptions only in very limited and rare situations. Requests for exceptions for additional compensation for any position that reports directly to the President must be approved by the President. The President shall certify that additional compensation for these individuals is unrelated to the broadly interpreted job duties with adequate written justification provided to support the certification. Such certification and written justification shall be maintained in the appropriate Human Resources records.

Additional Compensation paid to the President must be requested and approved by the UL System in advance.

The Office of Human Resource Management shall monitor additional compensation paid over periods longer than one year and report any findings to Senior Management with recommendations when the duties should be incorporated in the employee’s job description.

Employees approved to earn additional compensation shall receive an amount of pay which is prorated each pay period. In special circumstances, the employee may receive a lump sum dollar amount
upon the completion of the work. The specific compensation amount will be determined and approved by the appropriate Dean/Department Head in consultation with the appropriate Vice President/Provost. The Office of Business Affairs shall review/confirm the availability of funds. Additional compensation funded from a grant or contract must comply with the rules and regulations governing said grant or contract. Additional compensation earned from a department other than the employee’s primary employing department is to be approved by the appropriate Dean/Department Head of both departments.

Total allowable compensation must be computed in accordance with AP-BA-39.2 – “Total Compensation Limits.” Total compensation includes all income covered on any check issued by the University for any compensation purposes. It is the responsibility of the employee, the employee’s Dean/Department Head, and appropriate Vice President to monitor the individual’s total allowable compensation limit and not to exceed the limit thereof.

PROCEDURE

Requests for additional compensation must be completed in accordance with this procedure and approved by all appropriate parties prior to the employee commencing work for additional compensation.

All requests for additional compensation shall be processed as follows:

1. A Letter of Justification must be written and contain the following information:
   a. A detailed description of the work to be performed.
   b. A statement that the work to be performed includes responsibilities and/or duties outside of the employee’s existing job duties/position description.
   c. A statement that the work to be performed is temporary in nature;
   d. Beginning and end dates of the work to be performed.
   e. The amount of compensation to be paid to the employee
   g. A statement that the amount is within the Total Allowable Compensation guidelines in accordance with AP-BA-39.2.

2) The Letter of Justification must be approved by the Dean/Department Head and appropriate Vice President.

3) A Personnel Action Form 101 must be completed on SharePoint with the approved Letter of Justification attached and routed as follows:
   a. The Dean/Department Head where the work is to be performed must complete the 101 and attach the Letter of Justification. If the employee’s primary work location is in another department, the employee’s primary Dean/Department Head must approve the 101.

   b. The 101 must be routed to and approved by the Office of Business Affairs and/or Sponsored Programs Accounting.
c. The 101 must be routed to and approved by the appropriate Vice President, Provost and/or President.

d. The 101 must be routed to and processed by the Office of Human Resource Management. If required, the 101 and attached Letter of Justification will be sent to the UL System Office for approval. Once the 101 is processed by the Office of Human Resource Management, the employee may begin to perform the work for additional compensation. The beginning date may not precede the date processed by the Office of Human Resource Management.

e. The 101 must be routed to Payroll for completion.

Additional compensation will not be processed for payment until all required approvals have been obtained. Additional compensation which is not processed in accordance with the above procedures or does not have appropriate justification will be rejected and returned to the initiating department.

ADDITIONAL REFERENCES

AP-BA-39.2 – Total Compensation Limits, AP-BA-41.2 Attendance Leave Records and AP-OP-03.2 Flexible Work Hours.

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