

UNIVERSITY *of* HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Compensation

Number: 02.01.06

SUBJECT: Additional Compensation - Exempt Staff
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I. PURPOSE AND SCOPE

This document sets forth the parameters within which additional compensation may be provided to exempt staff. This document is prepared in compliance with UH System Administrative Memoranda governing multiple appointments and applicable federal and state regulations. This document applies to all benefits-eligible exempt staff, regardless of the source of funds from which paid.

II. POLICY STATEMENT

It is University of Houston policy that exempt staff are salaried employees and as such, do not normally receive additional compensation for any of their work activities. Further, exempt staff are not subject to the overtime provisions of the Fair Labor Standards Act and are expected to work whatever hours are necessary to satisfactorily accomplish their job functions. However, under special and extenuating circumstances, exempt employees may receive additional compensation for work that falls outside the scope of activities or functions performed as part of his or her regular job assignment.

III. DEFINITIONS

- A. Additional Compensation: (1) Pay from UH for work performed outside the employee's normal duties and outside normal work hours or pay from another UHS component university for any work performed and/or (2) pay for activities undertaken for remuneration from a third party where the activity is within the scope of activities, functions or expertise for which the individual is compensated by the University of Houston and the third party is affiliated (vendor, contractor, sponsor) with the UH employing department of the employee. Additional Compensation is pay is in addition to the employee's regular base salary.
- B. Contract staff: Exempt staff whose terms of employment are defined by contract.
- C. Consulting and outside employment: Activities undertaken for remuneration from a third party where the activity is within the scope of activities, functions or expertise for which the individual is compensated by the University of Houston.

- D. Exempt staff: Staff employees in positions that are not subject to the overtime provisions of the Fair Labor Standards Act. Exempt staff include professionals, administrators and executives who are paid on a monthly basis.
- E. Fiscal Year: The period beginning September 1 and ending August 31 of the following year.
- F. Normal duties: Work performed within the scope of activities and functions of the employee's regular job assignment.
- G. Normal work hours: The hours the employee normally works during a given workweek. Full-time staff employees are required to work a minimum of 40 hours per week unless on approved leave status. Employees are required to work whatever hours are necessary to satisfactorily accomplish their job. Normally, work hours for full-time staff are 8 a.m. to 5 p.m. Monday through Friday with one hour off for lunch.
- H. Sponsored Program or Sponsored Project Accounts: Ledger 5 and Ledger 1 sponsored projects (including ATP/ARP) over which the Office of Contracts and Grants has stewardship responsibility.

IV. POLICY PROVISIONS

- A. Exempt staff who work on special projects outside their normal duties and outside their normal work hours may receive additional compensation as follows:
 - 1. Teaching regularly scheduled academic classes including off-campus and instructional television, and teaching continuing education (non-credit) courses (including short courses, seminars, workshops and conference) scheduled at the departmental, college or university level.
 - 2. Special services (e.g., exempt staff working plays and performances, test proctoring, etc.)
 - 3. Other special projects or assignments that are clearly outside the scope of activities or functions performed as part of the employee's regular job assignment and outside of the employee's primary department.
- B. Cumulative payments during a fiscal year for additional compensation may not exceed \$15,000, or 20 percent of the employee's annual salary, whichever is greater. The employee and the College/Division Administrator of the employee's primary department are responsible for monitoring the total amount of additional compensation received during the fiscal year and for ensuring that it does not exceed the maximum limit.

- C. Requests for additional compensation must identify the employee who will be performing the work, include a description of services to be performed, and specify when the work is to be performed. Requests must also indicate a timeframe for the work by listing an approximate beginning and ending date.
 - D. Requests for additional compensation must be approved in advance of services being performed. Requests require approval of the Dean/Director for the requesting department, the appropriate College/Division Administrator, the appropriate Vice President for the employee's primary department and Human Resources.
 - E. The employee must certify that payment, cumulative with all other additional compensation payments, will not exceed the maximum amount allowed per fiscal year; and the employee must certify that services for additional compensation will be performed on the employee's own time.
 - F. Additional compensation may **not** be paid from sponsored program or sponsored project accounts.
 - G. Prior approval is not required for work performed for those services and research awards approved and on file in Human Resources and for participation as a human subject in an approved protocol.
 - H. Employment agreements for executive management employees as defined by Board of Regents Policy 49.10 supersede provisions of this document.
 - I. Policy provisions regarding additional compensation for faculty are promulgated by the Office of the Senior Vice President for Academic Affairs and Provost.
 - J. Contract staff with employment contracts listing additional compensation supersedes provisions of this document.
 - K. Exceptions to this document will be handled on a case-by-case basis by the Chief Human Resources Officer.
 - L. All additional compensation payments must be made through the university's payroll system and are subject to withholding and other payroll deductions.
- V. GENERAL PROCEDURES
- A. The department requesting the additional compensation must submit a Request for Additional Compensation Form (see Addendum A) prior to the employee performing the additional assignment. The form must identify the employee, who will be performing the work, include a description of services to be performed,

and specify when the work is to be performed. Approval of the Dean/Director of the requesting department is required.

- B. The employee must sign the Request for Additional Compensation certifying the additional compensation, cumulative with all other additional compensation payments, will not exceed \$15,000 or 20 percent of the employee's salary, whichever is greater. The employee must also sign an Addendum to Request for Additional Compensation, certifying the additional work will be performed on the employee's own time. The addendum must be approved by the employee's immediate supervisor.
- C. The Dean/Director for the employee's primary department must approve the request. The College/Division Administrator for the employee's primary department must also approve the request and addendum. Approval of the request by the College/Division Administrator certifies the additional compensation, cumulative with all other additional compensation payments to the employee, will not exceed \$15,000 or 20 percent of his/her annual salary, whichever is greater.
- D. The appropriate Vice President for the employee's primary department, or his designee, must approve the request.
- E. The request form and addendum should be forward to Human Resources for approval prior to the employee commencing work. Human Resources will review the request for compliance with the provisions of this document and approve accordingly. Exceptions to this MAPP will be reviewed and approved by the Assistant Vice President for Human Resources. The original request and addendum will be held in Human Resources pending submittal of a personnel action request for the additional compensation.
- F. A personnel action request is to be submitted to Human Resources. Additional compensation assignments do not have an associated full-time equivalency or FTE, and are to be coded with 0.00 FTE on the personnel action request.
- G. Human Resources will process the personnel action request and submit it to Payroll for payment; and file the PAR, request and addendum in the employee's personnel file.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Human Resources Officer

Review: Every two years, on or before July 1

VII. APPROVAL

John M. Rudley
Vice President for Administration and Finance

Jay Gogue
President

Date of President's Approval: 02/17/05

VIII. REFERENCES

- UH System Administrative Memorandum 02.A.24 - Employees and Independent Contractors
- UH System Administrative Memorandum 02.B.02 - Overtime and Compensatory Time
- MAPP 02.01.03 - Overtime/Compensatory Time
- MAPP 02.03.02 - Contracting for Services vs. Employment

Index Terms: Additional compensation

Addendum A

Request for Additional Compensation

REQUEST FOR ADDITIONAL COMPENSATION

(Complete form and secure approval IN ADVANCE of services being rendered)

I. EMPLOYEE INFORMATION

Faculty:

Staff:

Name: _____ College/Division: _____

Title: _____ Position Number: _____ Current Salary: _____

Home Department: _____ Current FTE: _____ SSN: _____

Date of Request: _____ Dept. Requesting Service: _____

Amount of Add'l Comp: _____ Budget Number: _____ Position Number: _____

II. DESCRIPTION OF SERVICES (Check appropriate block and describe service)

Teaching Activities: Special Services: Other Special Projects:

Activites to be performed: _____

When is service to be performed:

Dates: From _____ To _____ Times: From _____ To _____

To be completed for Faculty only:

Normal Faculty Workload: Fall: _____ Spring: _____

Courses and activites presently scheduled to teach in applicable semester: _____

III. ADDITIONAL COMPENSATION REQUESTED BY: (Unit in which service will be provided)

Signature of Department Chair/Director/Dean _____ Department _____ Date _____

IV. CERTIFICATION

I certify that this payment, cumulative with all other additional compensation payments, will not exceed \$15,000, or 20% of my 12 month salary, whichever is greater, in the current fiscal year as outlined in the Additional Compensation Policy.

Employee's Signature _____ Date _____

V. APPROVALS (Unit in which employee resides)

Chair/Supervisor _____ Department _____ Date _____

Dean/Director _____ College/Unit _____ Date _____

College/Division Administrator _____ College/Division _____ Date _____

Vice President _____ Division _____ Date _____

Human Resources * _____ Date _____

* Requests for Additional Compensation for staff require approval by Human Resources.

Form 4/27/01

Addendum B

Addendum to Request of Additional Compensation

Approval of this request for additional compensation is contingent upon employee's agreement, as evidenced by his/her signature below, to the following conditions:

1. All work described on the accompanying form shall be done on the employee's own time.

2. If the employee must be absent from his/her regular duties in order to carry out the assignment for additional compensation, the employee shall report vacation time on the appropriate time reports for the day(s) he/she must be absent from those regular duties while carrying out this assignment.

3. If personal time or vacation cannot be used, the employee understands that he/she is required to devote no fewer than 40 hours to his/her regular job duties during the week the assignment for additional compensation is carried out and that his/her supervisor shall certify that he/she satisfied this requirement.

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
College/Division Administrator	Date

HR 4/17/97