

University of Houston

Additional Compensation Procedure

Overview of Additional Compensation (Overloads)

Additional Compensation is pay for short-term work performed outside an exempt employee's usual hours and duties of the primary job. This is often referred to as an Overload.

The Additional Compensation Request Form can be found on the Human Resources website at <http://www.uh.edu/hr/edu/hr/resources/hrforms.htm>.

All overloads must be approved on the appropriate forms in advance of any discussions or written communication with the employee and before any work is performed. The Additional Compensation Form is a request form for approval, not an agreement to provide services.

For more information on the university's policy regarding Additional Compensation please see MAPP 02.010.06 on the website at <http://www.uh.edu/mapp/02/020106.pdf> and the Faculty Handbook (Additional Compensation Policy for Faculty – Pages 87-89) on the University of Houston website at http://www.uh.edu/fs/2009_Faculty_Handbook_final.pdf.

Work performed for another UH System component university is considered multiple employment. Work performed for another state agency is considered dual employment. Dual employment and multiple employment are covered by the Consulting and Outside Employment policy, MAPP 02.01.07 <http://www.uh.edu/mapp/02/020107.pdf>.

Types of Overloads: An exempt employee may be considered for additional compensation for the following types of duties.

- **Teaching a class**

Teaching duties may cover the length of a semester. Each semester requires separate approval. Staff are not allowed to teach as part of their regular staff job, except academic administrators.

- **Performing work outside the home college or division**

May not exceed a period of 90 days per assignment. Work may be similar in nature to the primary duties.

- **Performing significantly different work outside the home department**

May not exceed a period of 90 days per assignment. Work must not be similar in nature to the primary duties. Similar work within the department or college may be considered for an interim pay adjustment.

University of Houston

Additional Compensation Procedure

H1-B Employees:

H1-B employees must not be considered for additional compensation without prior consultation with the Immigration Specialist. H1-B employees should not be asked to perform any duties, even temporarily, that are outside the scope of the job classification listed on their H1-B petition without prior approval and consultation with HR to determine the necessity for an amendment. Such assignments have to be approved via amendment to their original petition with USCIS.

Sponsored Funds:

Per MAPP 02.01.06, sponsored research funds cannot be used to pay additional compensation. This is applicable to all grant cost centers except residual funds cost centers.

Per federal regulations CFR2-A21: In no event will charges to federal sponsored agreements (including federal grants, contracts and cooperative agreements), irrespective of the basis of computation, exceed the proportionate share of the base salary for that period. This also applies to any sponsored funds whose sponsor adds the A21 rule to the agreement. Therefore, if an employee is working 100% FTE, and is paid on a federal project of any kind for any portion of a month, they cannot have additional compensation for that month.

Faculty:

An employee whose primary job is faculty requires prior approval of Faculty Affairs on an Additional Compensation Request Form for all jobs above 100% FTE. Please refer to the additional compensation policy for faculty referenced above.

Faculty additional compensation requests should be submitted as follows:

- If the primary assignment(s) total 100% FTE in a faculty capacity, all college level approvals should be obtained and then the form uploaded with the ePAR for the assignment in advance of the performance of services when possible. Faculty Affairs will review the Request for Additional Compensation and the ePAR simultaneously.
- If the employee assignment is split between staff and faculty assignments to total 100% FTE and the additional compensation assignment is to be in a faculty capacity, HR approval should be obtained first. When the HR approved document is returned to the department, the form should be uploaded to the ePAR and submitted into workflow. Faculty Affairs will review the Request for Additional Compensation and the ePAR simultaneously.

University of Houston

Additional Compensation Procedure

Hourly Employees:

Additional Compensation does not apply to non-exempt hourly employees. Hourly employees will be paid hourly for all hours worked for the university. Any hourly employee who performs additional work for the university must be paid overtime (or accrue compensatory time at time and one half) for all hours worked above 40 hours in a workweek. (Exceptions require prior approval of HR Compensation.) A secondary job record (usually non-benefit non-exempt staff) can be used to pay an hourly employee additional hours at a higher rate or from a different cost center.

Exempt Staff:

An employee whose primary job is a benefits-eligible exempt staff assignment requires prior approval on an Additional Compensation Request Form for any additional job regardless of total FTE. Additional Compensation for exempt staff requires prior approval by the appropriate Vice President or designee and Human Resources. Work must be substantially different in nature from the employee's primary job, or for a different college or division.

Completing the Request for Additional Compensation Form:

All overloads must be approved on the appropriate forms in advance of any written communication with the employee and before any work is performed. The Additional Compensation Form is a request form for approval, not an agreement to provide services.

1. Complete all fields in Section I. The first three lines ask for information regarding the employee's primary job. The next two lines ask for information regarding the Additional Compensation.
2. Complete Section II, including a detailed description of the activities to be performed, and specifying when the additional activities are to be performed.
3. If the employee's primary job is faculty, also complete the section regarding the faculty workload and courses for each semester. Identify either the number of SCH to be taught or the number of classes to be taught per semester.
4. The head of the department requesting services signs in Section III.
5. The employee signs in Section IV certifying that they understand the policy and the limits.
6. In Section V, obtain signatures of the leaders in the employee's home department, including the supervisor, department head, and the college or division administrator.
7. The division Vice President, the Vice President's designee, or the AVP for Academic Budgets signs on behalf of the Vice President for additional jobs for staff.
8. For additional jobs for staff, the VP or designee forwards the form to HRIM for Human Resources approval.

University of Houston
Additional Compensation Procedure

9. Faculty Affairs signs on behalf of the Vice President for additional jobs for faculty. Additional compensation forms for faculty who are 100% in their faculty assignment(s) should be uploaded with the ePAR for the assignment. Faculty Affairs will review both documents as the assignment is being processed. **This is final approval for Faculty Additional Compensation.**
10. If the employee assignment is split between staff and faculty assignments to total 100% FTE and the additional compensation assignment is to be in a faculty capacity, HR approval should be obtained first. When the HR approved document is returned to the department, the form should be uploaded to the ePAR and submitted into workflow. **This is final approval for Faculty/Staff split Additional Compensation.**
11. HRIM returns the fully approved form to the department requesting services via the email address at the top of the form. **This is final approval for Staff Additional Compensation.**
12. The department communicates approval to the employee and authorizes services to begin.
13. The department uploads the approved form into a Hire ePAR, usually for Empl Record 1 or higher.
14. Additional Compensation for non-teaching services must be placed in an Exempt Staff Overload position, JobCode 3210.
15. Additional Compensation for teaching services must be placed in a Temporary Faculty position, JobCode 1140.