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# SOUTHEASTERN

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## LOUISIANA UNIVERSITY

### **Guidelines for Approval of Supplemental Compensation**

Employees appointed on a 12-month basis may receive supplemental compensation not greater than 25% of their annual salary rate. Supplemental compensation may be earned only for an additional workload undertaken entirely outside of regularly scheduled work hours unless annual leave is taken.

Employees appointed on a 9-month basis may receive supplemental compensation not greater than 25% of the salary rate as stated in their 9-month appointment letter, plus an amount equal to 25% of full-time summer compensation, (6.5% of the faculty member's 9-month salary per 3-unit course). It is understood the additional workload for supplemental compensation will be undertaken only when the additional duties will not interfere with regular University duties.

All such supplemental compensation for 9-month and 12-month employees must be justified on a case-by-case basis and approved by the appropriate vice president prior to the beginning of the assignment. The appropriate 5.01S form must be used to recommend additional duties. In all cases, the appropriate authority must approve additional duty work prior to the beginning date of such work.

The maximum allowable compensation, as described above, includes credit courses taught on campus on an overload basis, credit courses at off-campus locations on an overload basis, non-credit Continuing Education courses taught on an overload or additional duties basis, and other internally or externally funded programs which might involve overload or additional duties compensation and which are processed through the University payroll system. The supplemental compensation limitation applies to the total overload and additional duties compensation situations and not to each one separately.

Supplemental Compensation guidelines apply to all staff and all faculty for payment of any supplemental pay for additional duties, including those of an academic nature. However, the guidelines do not apply to Overload Pay or Supplemental Pay for the teaching of EMBA courses.

- **All supplemental pay will be paid at the completion of the assignment.**
  - It will be expected that the end of the assignment will occur by the "End" date listed on the 5.01S form. The Budget Unit Head will receive the original form from Human Resources when all approved signatures have been collected. At the completion of the work, the Budget Unit Head should complete the "Certification Work was Completed" section of the form by checking the appropriate box, signing and dating the form. It must be returned to Human Resources in order to initiate payment.
  - In addition, unclassified staff to be paid supplemental compensation must attach a record of time worked on the assignment. The record must be in accordance with policy stating that supplemental work cannot conflict with the employee's regular duties and must be performed outside of normal work hours. Supplemental pay for staff will not be paid until the record of time worked has been received in the Human Resources office.
  - The documents listed below must be submitted as attachments to all sponsored research related 501S forms:
    1. A copy of the agency approved budget and accompanying budget narrative/justification (extra compensation should be explicitly stated in the budget narrative/justification). If not available, please attach a letter/email from the funding agency stating that extra compensation is allowed on the project
    2. A signed Projected Time Schedule Form of when the work will be performed.
- **No Single "Recommendation for Supplemental Pay" (5.01S) will exceed \$2,000.**
  - In the event that a project for supplemental pay exceeds \$2,000 in *total*, the Budget Unit Head should divide the project into phases, with each phase having specified duties and deliverables, and with each phase not to exceed \$2,000. A separate 5.01S should be submitted for each phase. For example, a grant project might pay a faculty member \$2,200 over the course of an academic year for work performed for the grant outside of normal working hours. The Budget Unit Head could elect to divide the period into 2 phases, one for the fall semester's work and one for the spring semester's work. The payments may be \$1,100 for fall and \$1,100 for spring if the work effort is divided evenly between the 2 phases. If the work effort is not evenly divided, then the payments might be \$1,500 for one semester and \$700 for the other semester for example, or whatever is appropriate.
  - If supplemental pay for less than \$2,000 total covers an extended period of time, a Budget Unit Head may also elect to split the assignment into phases so that the employee would receive payment in a timelier manner. As outlined above, each phase should have clearly specified dates, duties and deliverables, and each phase should be submitted on a separate 5.01S form.

Any 5.01S form received in Human Resources that is not complete or is not in accordance with the guidelines will be returned to the Budget Unit Head for revision.