

1 **Additional Compensation**

2 Effective: Moved to Policy Library from UPM 3.7(1) and UPM 3.7(2)

3 Updated/Revised: October 27, 2009

4 Contact: [Classification & Compensation](#)

5 **Introduction**

6 The university recognizes that occasions may arise when ISU faculty and staff provide professional services to
7 the university that fall outside the realm of their normally assigned position descriptions and/or duties.

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9 Before considering additional compensation under this policy, the department requesting the employee's
10 services should consider a "buy-out" from the employing unit of a portion of the individual's full-time
11 appointment for the time period during which the services are to be rendered.

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13 "Buy-out" refers to either a transfer of funds between units, or a change in funding source for the employee's
14 salary through an Electronic Personnel Action (EPA). A buy-out will result in a portion of the person's time
15 being shifted to the alternate funding source, and both the primary employing unit and the unit requesting the
16 service must agree to this arrangement. This option should be utilized if possible, especially in instances in
17 which the amount of time involved is of a significant magnitude or the activity will extend over a substantial
18 period of time.

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20 If a buy-out is not feasible, additional compensation may be considered. Additional compensation is the subject
21 of this policy.

22 **Policy Statement**

23 Current faculty and staff may agree to provide services for a university department other than the department
24 that employs them, or, in rare instances, their employing department or unit, when the duties to be performed are
25 not considered part of their usual, on-going responsibilities.

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27 The payment of additional compensation requires prior approval from the Senior Vice President and Provost
28 (SVPP) for requests for faculty and for teaching to be done by staff; requests for staff (for duties other than
29 teaching) require approval of University Human Resources (UHR). This option provides payment for services
30 above and beyond the faculty or staff member's salary as additional compensation. Additional compensation
31 may be approved only when it is determined that an employer/employee relationship exists in regards to the
32 services to be performed. (When the person is performing as an independent contractor, the Professional
33 Services Agreement procedures outlined by the Purchasing Department apply; see Resources below.)

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35 The unit requesting the services, the primary employing unit, and the individual must agree to the specific work
36 arrangements. A formal request to pay additional compensation is submitted to the SVPP or to University
37 Human Resources.

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39 The request will be returned when the approval is granted, at which time the work may begin. Unless otherwise
40 stipulated, reasonable efforts will be made to assure additional compensation is paid during the pay period in
41 which the services are performed.

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43 **Distance Education; CEPD**

44 An additional compensation payment is automatically allowed, as an exception to the additional compensation
45 provision above, when:

- 46 • The faculty or staff member teaches a for-credit course under the college's distance education policy, or
- 47 • One provides conference or workshop services for Continuing Education and Professional Development
48 (CEPD) (see resources below)

49 **Federal Funds**

50 When paying additional compensation to a university employee from a federally sponsored fund, and, if the
51 payment is not incidental, the compensation must be budgeted within the grant proposal. If the compensation
52 has not been budgeted, the payment can be approved only after written approval of the granting agency has been
53 obtained.

54 **Resources**

- 55 • [Process - Additional Compensation](#)
- 56 • [Classification and Compensation Office](#)
- 57 • [Purchasing: Professional Service Agreement \(PSA\)](#)
- 58 • [Electronic Personnel Action](#)
- 59 • [Continuing Education and Professional Development](#)