



TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Compensation

Number: 02.02.07

SUBJECT: Additional Compensation for 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 University policy 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 the policy of Texas Southern University that exempt staff is salaried employees and as such, does not normally receive additional compensation for any of their work activities. Further, exempt staff is 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. Such special and extenuating circumstances must be reviewed and approved by the compensation unit in Human Resources prior to the work being performed.

III. DEFINITIONS

- A. Additional Compensation: (1) Pay from TSU for work performed outside the employee's normal duties and outside normal work hours or pay from another TSU component for any work performed outside normal work hours 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 Texas Southern University and the third party is affiliated (vendor, contractor, sponsor) with the TSU employing department of the employee. Additional Compensation is pay 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 Texas Southern University.
- D. Exempt staff: Staff employees in positions that are not subject to the overtime provisions of the Fair Labor Standards Act. Exempt staff includes professionals, administrators and executives.
- 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 8:00 a.m. to 5:00 p.m. Monday through Friday with a one hour lunch break.
- H. Teaching Overload Pay: Compensation over and above the faculty's institutional base salary, regardless of source of funds (sponsored or non-sponsored).

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 **as long as the classes are not considered a part of the regular teaching load.**
 - 2. 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. Exempt Staff are not allowed to work an additional job for TSU when the additional job is an FLSA non-exempt job. Exempt Supervisors who provide coverage for non-exempt workers who may be absent or otherwise unable to work a shift or part of a shift to complete work normally required by the department, are not eligible for additional compensation.

- C. 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/Department Head 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.
- D. Request for additional compensation must be submitted to the compensation unit in Human Resources on the Request for Approval of Supplemental of Supplemental Salaries form. (See Addendum A) If the additional work involves two departments or schools/colleges and occurs during normal business operating hours, Monday through Friday 8 a.m. – 5 p.m. or any portion thereof, the Statement of Work must also bear the signatures of both immediate supervisors.
- E. Requests for additional compensation must be submitted to Human Resources for review and approval, **and must be approved in advance of services being performed**. The approval must be received prior to the published payroll processing deadline for the month in which the work is to begin. Requests require the approval of the immediate supervisor, Dean/Director for the requesting department, the appropriate Vice President for the employee's primary department and the Office of Human Resources. **Please Note: Any request not submitted in advance of the work being performed may not be honored.**
- F. Requests for additional compensation are approved on a semester-by-semester basis, if the request meets all other conditions of this policy. Any subsequent request, after the first request in a fiscal year, should be submitted for approval to Human Resources by the published payroll processing deadline for the first month of the new semester in which the work will continue. Requests forms may not have effective dates that carry-over into a new fiscal year. If the work is to continue in more than one fiscal year, a new request must be submitted for approval at the beginning of the new fiscal year. Any exceptions to the duration of an additional job must be approved by the Office of Human Resources.
- G. The employee's signature on the form certifies that services for additional compensation will be performed on the employee's own time.
- H. Policy provisions regarding additional compensation for faculty are promulgated by the Office of the Senior Vice President for Academic Affairs and Provost, and subject to approval by the Office of Human Resources.
 - 1. Faculty who develop and/or teach additional traditional, on-line or blended classes may be allowed teaching overload pay. Teaching overload pay is submitted to Human Resources for approval on a Personnel Action Form ("PAF") in cases where a faculty member teaches such classes in excess of a full class load.

- 2. The Office of Academic Affairs approves all teaching overload assignments and establishes the compensation for such assignments. When necessary, the Office of Academic Affairs and Office of Human Resources work collaboratively to review requests and ensure that compensation is in line with market value for the type of work being performed.
- I. Contract staff with employment contracts listing additional compensation supersedes provisions of this document.
- J. Exceptions to this policy will be handled on a case-by-case basis by the Associate Vice President of Human Resources/CHRO.
- K. 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 Request for Approval of Supplemental Salaries form for additional compensation must be completed and signed by the employee and his/her department management, and the Vice President over the office for which the employee works. The form must be submitted to Human Resources for approval accompanied by a written statement which includes the following components:
 - 1. Description of work to be performed
 - 2. Specify when the work is to be performed including beginning and ending date for additional work
 - 3. List of normal work schedule (days and times)
- B. The request form and accompanying documentation should be forwarded to Human Resources for approval **prior to** the employee commencing work. Human Resources will review the request for compliance with the provisions of this policy.
- C. **Employees should not perform work on additional jobs until the application is approved through the Office of Human Resources.** Therefore, departments should allow 2-3 weeks process time. Any exceptions to this policy will be reviewed and considered by the Associate Vice President/ CHRO.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President/ Chief Human Resources Officer

Review: Every three years, on or before July 1

VII. APPROVAL

Edward C. Ness
Vice President for Administration and Finance

John M. Rudley
President

Effective Date March 2016