

# SUPPLEMENTAL VS OVERLOAD BASE PAY FACULTY

## APPENDIX 2: PERMISSION FOR EXTRA-COMPENSATION WITHIN THE UNIVERSITY AND PROPOSED OUTSIDE EMPLOYMENT

Period Covered: July 1, 2014 through June 30, 2015

**Faculty Handbook Sec. 5.7** <https://apps.hr.ou.edu/FacultyHandbook/#5.7>

A full-time member of the University faculty may engage in outside employment or in supplementary employment with approval of his/her Director/Chair, Dean, and Provost/Vice President. Supplementary employment is defined as any irregular assignments within the University outside the course and scope of the employee's normal duties. Time away from work because of supplementary employment for faculty and staff members on 12-month contracts is to be reported as paid leave time taken. Policies and guidelines for these activities are presented in Faculty Handbook Sec. 5.7.

**Compensation:** Where planned outside or supplementary employment in aggregate will yield more than 25% of full-time salary, the employee should take particular care that the 25% limit on effort is not exceeded. Total compensation for supplementary employment will be limited to 25% of the employee's full-time salary, payable as one or more overload special payments. When approved supplementary employment would yield compensation in excess of the 25% limit, the excess will normally be paid to the department in the form of M&O funds only. Such E&G funds are transferred to an account of the employee's home unit, or elsewhere within the University as approved. All expenditures of such funds shall be approved by the unit's chair or director. Where such funds are expended for the benefit of the employee, they shall be restricted to expenditures of demonstrable benefit both to the employee's professional development and to the University's mission, e.g. travel to scholarly conferences, purchase of course development materials, and the like. All equipment and goods purchased with such funds remain the property of the University.

**Prior approval by the employee's supervisors must be given for all intramural extra compensation:**

**Supplemental pay** – Extra compensation for full time employees for work performed outside of normal departmental job duties or for a secondary department is limited to 25% of the employee's full time professional effort. The 25% cap of full time professional effort for 9-month faculty is calculated annually from August 16 through August 15 and for 12-month employees from July 1 to June 30.

**Overload pay exceptions** – Extra compensation for work performed within the home department may be given to full-time employees working additional duties in addition to their normal job duties for short periods of time. To be eligible, faculty members must meet the teaching expectations for their unit. Overload compensation requires the approval of the OU Regents for faculty and staff over \$60,000.

**For any proposed outside employment or extra compensation complete Forms required (Outside employment or extra compensation and/or permission for supplemental pay).**

# STAFF

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### **Full-time employees:**

See Employee Review of and disclosure for Conflict of Interest, Conflicts of Commitment, External Compensation, and Extra Compensation form within OU at:

**Faculty Handbook Sec. 5.7** <https://apps.hr.ou.edu/FacultyHandbook/#5.7>

and

**Staff Handbook Sec. 5.3** <http://staffhandbook.ou.edu/#5.3>.

A full-time member of the University faculty or monthly staff may engage in outside employment or in supplementary employment with approval of his/her Director/Chair, Dean, and Provost/Vice President. Supplementary employment is defined as any irregular assignments within the University outside the course and scope of the employee's normal duties. Time away from work because of supplementary employment for faculty and staff members on 12-month contracts is to be reported as paid leave time taken. Policies and guidelines for these activities are presented in Faculty Handbook Sec. 5.7 and Staff Handbook Sec. 5.3.

**Compensation:** Where planned outside or supplementary employment in aggregate will yield more than 25% of full-time salary, the employee should take particular care that the 25% limit on effort is not exceeded. Total compensation for supplementary employment will be limited to 25% of the employee's full-time salary, payable as one or more overload special payments. When approved supplementary employment would yield compensation in excess of the 25% limit, the excess will normally be paid to the department in the form of M&O funds only. Such E&G funds are transferred to an account of the employee's home unit, or elsewhere within the University as approved. All expenditures of such funds shall be approved by the unit's chair or director. Where such funds are expended for the benefit of the employee, they shall be restricted to expenditures of demonstrable benefit both to the employee's professional development and to the University's mission, e.g. travel to scholarly conferences, purchase of course development materials, and the like. All equipment and goods purchased with such funds remain the property of the University.

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