

Office of Research and Sponsored Programs, 600

Supplemental Compensation Amendment

1.0 Purpose

The purpose of this policy is to provide guidelines for additional pay that **eligible** employees at Albany State University may receive from contracts, grants, or any other funding sources for **incidental/extra** work they perform that is in excess of their normal duties and responsibilities.

At Albany State, grant projects are considered a part of academic responsibility, and incorporated into a faculty member's workload **without extra compensation** regardless of the time and effort involved in the activity. Supplemental compensation is defined as income in excess of the institutional base salary. Federal and Board of Regents guidelines stipulate the terms under which such employees may receive additional compensation for jobs performed that are in excess of their normal duties. These regulations serve as the background for this supplemental compensation policy and are as follows:

- OMB Circular
- Council on Government Relations: Compensation Effort Commitments and Certification
- BOR Business Procedures Manual, Section 5.3.2
- BOR Policy Manual, Section 8.3.12

2.0 Scope

This policy is applicable to all Albany State University employees who are receiving extra compensation from sponsored programs.

3.0 Policy

It is the policy of Albany State University to abide by state and federal regulations governing supplemental compensation amendments for faculty, administrators with faculty rank, and eligible staff on sponsored programs.

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4.0 Definitions

Full Workload is defined as:

- 12 credit hours for 10 month faculty and additionally include research, public service, and administration responsibilities (unless accreditation states otherwise)
- 40 hours per week for staff and include duties as defined in their job description

Incidental Work is any work in excess of normal for the individual, for which supplemental compensation is paid. Generally incidental work can be defined as one-time or sporadic assignments, usually involving additional hours of **work outside the normal duties and responsibilities** of an employee. Compensation is usually in the form of a lump sum payment once the assignment is completed. Examples include: extension or mini-course instruction, editing or translating activities, technical or skilled projects, or other such temporary service.

Institutional Base Salary (IBS) is the current annual salary of the employee as it appears in the appointment letter or subsequent notification of salary increase/decrease, plus any supplement that carries an anticipated duration of one full year or more.

Institutional Base Salary (IBS) Period for Faculty is 10 months over the academic year period.

Institutional Base Salary (IBS) Period for Staff and Administrators is a full 12 months of the institutional fiscal year.

Supplemental Compensation is any compensation over and above employee's institutional base salary (IBS) paid through the university's payroll system regardless of funding source. The duties performed are across departmental lines or involves a separate or remote operation and is performed by the employee in addition to their regular departmental load.

5.0 Procedures

5.1 Incidental Work:

Assignment of duties associated with externally-funded grants and contracts are intended to enable the University and its **eligible** employees to meet the requirements of a sponsored agreement and to participate in scholarly, creative activities. On occasion, incidental work is allowable as supplemental compensation when all of the following criteria are met:

1. Duties must not be included in employees normal job responsibilities,
2. Tasks need to be performed after normal business hours,
3. Tasks must be outside the employees regular department,
4. Such arrangements are allowable by the agency within the confines of the sponsored activities.

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5. The employee must meet at least one of the criteria listed below (Criteria from the Official Code of Georgia Annotated Section 45-10-25):
 - a. Chaplain
 - b. Fireman
 - c. Dentist
 - d. Certified Oral or Manual Interpreter for Deaf Persons
 - e. Registered Nurse
 - f. Licensed Practical Nurse
 - g. Psychologist
 - h. Teacher or Instructor of an evening or night course or program
 - i. Professional holding a doctoral or master's degree from an accredited college or university
 - j. Part-time employee,
6. An agreement form (supplemental compensation form) must be completed and signed by the appropriate persons

5.2 Supplemental Requests:

All supplemental compensation requests must be approved before the work is to begin for which compensation is sought. Work must be incidental in nature to be eligible for pay via supplemental compensation. Work that is long-term in nature would need to be addressed through amendment of the employee's contract letter.

All time and effort of the employee (departmental and overload) are to be documented and certified as needed to satisfy requirements of the University, USG BOR, funding agencies, etc.

5.3 Academic Year Supplemental Compensation:

Once allowability is met, an amendment for additional pay may not exceed:

- 10% of the institutional academic salary of 10 month salary employees per semester or
- 7.5% of institutional fiscal salary of 12 month salary employees per semester.

5.4 Summer Supplemental Compensation:

10-month faculty members and staff with faculty rank receiving summer pay up to 33.3% of the academic salary will continue having their summer salary submitted to Academic Affairs via their department/college. Administrators with faculty rank (Chairs, Deans) may receive additional summer compensation up to 10% of their institutional fiscal salaries from sponsored funds and will also continue to submit their summer salary to Academic Affairs. A

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supplemental compensation amendment form would **not** be completed for these employees during the summer.

Those persons receiving Title III summer pay will continue having their summer salary submitted to Title III via their Activity Director. A supplemental compensation amendment form would **not** be completed for these employees during the summer.

Eligible staff may receive additional summer compensation up to 7.5% of their institutional fiscal salaries from sponsored funds. A supplemental compensation amendment form would be completed for these employees during the summer.

Title III and other internal funds are excluded, not allowed, as funding sources for additional salaries for administrators during the summer.

5.5 Procedures

1. Requests to make and/or receive supplemental compensation, from an external grant or sponsored program, must be for incidental work and must be **pre-approved prior to any work being assigned or undertaken**. Written approval must also be provided for in the sponsored agreement or approved in writing by the sponsoring agency (examples might include “consulting” related to statistical work or foreign language assistance, as applicable to specific needs of an award). Such documentation must accompany the submitted supplemental compensation form.
2. The request for payment must be a justifiable expenditure, as documented in the formal grant budget awarded to the University by the external sponsoring agency. The PI/Director is responsible for assuring that the Office of Research and Sponsored Programs (ORSP) and Office of Budgets and Contracts (OBC) have received written approval from the funding agency (agencies) authorizing payment of supplemental compensation as part of the award documents.
3. Supplemental compensation forms must be **submitted 30 days prior to start date of extra service**. No extra services should begin or be committed to individuals unless appropriate Administrative approvals are in place and an executed form has been received by the applicant. Exceptions to the 30 days prior approval period may be made depending on appropriate justification.
4. Eligible employees receiving supplemental compensation shall be paid through the institutional payroll system. Such compensation shall be subject to existing IRS regulations as to taxability and/or withholding taxes. However, supplemental compensation does not add

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to earnings used for retirement calculations and no retirement deductions are taken from supplemental compensation.

6.0 Accountability

The Office of Research and Sponsored Programs under the supervision of the Office of Academic Affairs

7.0 Contacts

Provost/ Vice President for Academic Affairs
Associate Provost for Research and Sponsored Programs
Director of Sponsored Programs
Research Compliance Officer

8.0 References

Office of Management and Budget. (2004, May 10). *Circular A-21*. Retrieved July 23, 2012, from Office of Management and Budget:
http://www.whitehouse.gov/omb/circulars_a021_2004

Relations, Council On Government. (2007, March 1). *Compensation, Effort Committments, and Certifications*. Retrieved August 20, 2013, from Council On Government Relations: https://www.rsp.wisc.edu/effort/COGR_EffortPaper.pdf

University Systems of Georgia. (n.d.). *Board of Regents Policy Manual*. Retrieved March 2013, from University Systems of Georgia: <http://www.usg.edu/policymanual/section8/C245/>

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http://www.usg.edu/business_procedures_manual/section5/C1235

9.0 Last Update

February 5, 2014