SUPPLEMENTAL PAY GUIDELINES

Following are guidelines outlining those instances when Supplemental Pay may or may not be authorized. This list is not inclusive and is subject to change as required to meet the needs of the university. If you are unclear as to whether an incidental activity is eligible for supplemental pay, please contact Human Resources.

Permissible Activities for Supplemental Pay

Activities which may be eligible for supplemental pay include:

a. Temporary and significant increases in responsibility for a defined period of time; not to exceed twelve months. These incidental activities cannot be recurring on an annual basis. In those instances, the individual’s job description should be updated to reflect the new responsibilities.

b. Faculty Council, Administrative Professional Council and Classified Personnel Council officers if employee is on a 12-month appointment.

c. Administrative Professional roles who hold additional teaching positions as the instructor of record for a 3-credit (or more) course. Teaching positions should be limited to the lesser amount of 20% or $25,000 per academic year. Supplemental pay should not be used if the position is expected to be regular or permanent or recur year to year. In those situations, the individual’s job description should be adjusted to reflect this teaching responsibility and a joint administrative professional/faculty appointment should be considered.

d. Activities that require specific expertise, such as translation and statistical analysis, that are not a component of regular job duties.

e. Temporary foreign assignments (less than 12 months) that require pay adjustments for geographic differences.

f. Conducting non-credit seminars, workshops, and training that are outside the scope of one’s job description such as Continuing Education credits.

g. Teaching and preparing courses for CSU Online.

h. Additional duties or responsibilities due to a senior manager’s interim appointment for which that senior manager is receiving supplemental pay.

Non-Permissible Activities for Supplemental Pay

Activities which may not be eligible for supplemental pay include, but are not limited to:
a. Routine committee, council, or task force work such as graduate committee assignments.

b. Lecturing at conferences and workshops.

c. Faculty Council, Administrative Professional Council and Classified Personnel Council Officers on 9-month appointments. Payment should be made via summer salary.

d. Non-exempt employees performing the same level of duties for a defined period of time. These individuals should receive overtime.

e. Perceived higher-level duties pending a job classification review by Human Resources.

f. Transitional appointments as described in the Faculty Manual, Section E.2.1.6.