POLICIES OF COLORADO STATE UNIVERSITY
UNIVERSITY POLICY

Policy Title: Supplemental Pay
Policy ID # Assigned by policy office 3-6004-025

Effective Date: June 9, 1999
Category: 3. Human Resources

Policy Owner: Provost/Executive Vice President
Vice President for Human Resources

Contact(s):
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PURPOSE OF THIS POLICY
This policy provides guidance to pay eligible employees additional compensation beyond their regular pay and sets forth the requirements and conditions for compensating an employee using supplemental pay.

APPLICATION OF THIS POLICY
This policy applies to all university employees with at least six months of continuous service in their current position and not otherwise exempted.

EXEMPTIONS FROM THIS POLICY
The following employee categories are not eligible for supplemental pay: non-student hourly, student hourly, work study, and graduate students.

DEFINITIONS USED IN THIS POLICY
Supplemental Pay: Non-base-building, temporary form of compensation earned in addition to monthly base pay, is compensation by the University beyond the established monthly base salary of an academic faculty member or administrative professional, in consideration for activity that requires effort, either in degree or nature, in addition to that defined under the individual’s appointment and one hundred percent effort distribution.

POLICY STATEMENT

The University recognizes that employees may need to temporarily make contributions that are outside of their current job duties. The University may provide supplemental pay to these employees to compensate them for their additional efforts. Supplemental pay is intended for University activity that requires effort, either in degree or nature, in addition to that defined under the individual’s appointment and their one hundred (100) percent effort distribution. Summer appointments for individuals with less than a twelve (12) month salary, whether by salaries or other stipends, do not constitute supplemental pay. It is the joint responsibility of the individual and his or her immediate supervisor to ensure that the individual is fulfilling primary job responsibilities, and the activities leading to supplemental pay shall in no way detract from the performance of his or her assigned responsibilities and one hundred (100) percent effort distribution. Except in extraordinary situations, all supplemental pay approval requests must be completed by the department/unit head and signed by the dean/supervisor before the activity commences. The rate to be paid to an individual as supplemental pay for a given service will be negotiated between the individual and the director or department head receiving the service and will be subject to the approval of the individual’s department head, academic dean or director, vice president, and President.

POLICY PROVISIONS

Supplemental pay is intended for incidental activity that requires effort, either in degree or nature, in addition to that defined under an individual’s appointment and their 100% effort distribution. Summer appointments for individuals with less than a twelve-month salary, whether by salaries or other stipends, do not constitute supplemental pay.

The amount of supplemental pay provided to an individual is to be determined by similar service or the documented amount historically paid for similar university services within the unit and the university for which the supplemental work is being performed. This justification shall be clearly noted on the Supplemental Pay Request form. Supplemental pay may not exceed 20% of the individual’s annualized salary or $25,000 in a given fiscal
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year, whichever is less. Exemptions to this requirement should be carefully considered and approved at a Dean/Vice President level or higher.

Non-exempt employees who are eligible for overtime and who are performing additional temporary duties that are similar to beyond their regular assignment are entitled to overtime payment for any hours in excess of 40 in a given work week and cannot be paid supplemental pay in lieu of overtime. Additional responsibilities and assignments of a permanent nature are more appropriately addressed through an adjustment of the employee’s institutional base salary rather than justification for supplemental pay compensation.

Unless otherwise specified, an incidental activity related to a supplemental pay request should not exceed twelve consecutive months. In the event an incidental activity will continue in excess of twelve consecutive months, a new Supplemental Pay Request form shall be completed, clearly noting the justification for an extension request.

All supplemental pay approval requests must be completed and fully approved before the activity commences. In limited situations, the supplemental pay request may be approved within 30 days of the commencement of the activity. Failure to follow this requirement may result in a denial of the supplemental pay request.

Requests for supplemental pay are initiated by the funding department after discussion with the verifier of funds, the employee, the employee’s supervisor, the employee’s department/unit head, and the employee’s department HR Liaison. The request must clearly identify the incidental activity, the relationship of the incidental activity to the employee’s normal job responsibilities, the expected duration, the basis for determining the amount of supplemental pay, and the amount of supplemental pay. The employee’s supervisor will be required to sign an attestation statement affirming that the activity is above and beyond the employee’s job description, or that overtime has been factored into the decision. It is the responsibility of chairs, deans, directors, and other unit leaders to review the overall workload of the employee who is taking on additional work to ensure that this assignment does not interfere with or affect the quality of the employee’s primary job.

All Supplemental Pay requests for State Classified employees will require final approval by the Chief Human Resources Officer, or their delegate.

Permissible Activities for Supplemental Pay

Pursuant to Error! Hyperlink reference not valid. activities which may be eligible for supplemental pay include but are not limited to:

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a. and a joint AP/joint faculty appointment should be considered teaching/preparing courses through Division of Continuing Education;

b. lecturing at institutes, conferences and workshops;

c. providing professional services that are not part of regular duties and expectations, such as translating a document from a foreign language or providing statistical analysis;

d. post differentials or other similar payments associated with foreign assignments, unless part of an appointment contract.

Non-Permissible Activities for Supplemental Pay

Pursuant to section D.7.2.2, activities which may not be eligible for supplemental pay include, but are not limited to:

a. routine committee or task force work such as graduate committee assignments;

b. faculty class loads greater than departmental averages, providing that those assignments are reflected in individual effort distributions;

c. participation in curriculum development other than for educational outreach (continuing and distance education programs) during the nine (9) month academic term;

d. participation in sponsored research projects; unless specifically approved in writing by the sponsoring agency before payment is made to a member of the faculty or administrative professional.

COMPLIANCE WITH THIS POLICY

Compliance with this policy is required. For assistance with interpretation or application of this policy, contact human resources.

REFERENCES

Human Resources website

FORMS AND TOOLS

A required form for requesting authorization for a supplemental pay assignment is linked below. For questions, please contact the Payroll Office in the Department of Human Resource Services at 970-491-MYHR (6947).
APPROVALS

Approved by the State Board of Agriculture (Board of Governors), June 9, 1999

Revision approved by Brendan Hanlon, Vice President for University Operations, on ________________.