



S O W E L A
TECHNICAL COMMUNITY COLLEGE
www.Sowela.edu

TITLE: **ADDITIONAL COMPENSATION FOR ACADEMIC AND ADMINISTRATIVE/PROFESSIONAL EMPLOYEES**

EFFECTIVE DATE: August 1, 2008

LAST REVISION: August 1, 2008

Policy No. 6.037.1

Policy Statement

Additional Compensation for Academic and Administrative/ Professional Employees

PURPOSE

To specify the policies governing additional compensation allowable for academic and administrative/professional [unclassified] employees.

DEFINITIONS

Additional Compensation: Compensation for services rendered and paid from a Sowela Technical Community College source above the employee's base salary. Additional compensation is earned for performing work outside the scope of the employee's normal duties as reflected on his/her position description form.

Total Allowable Compensation: Total amount of compensation which can be earned by an employee from all Sowela sources between July 1 and June 30 of any fiscal year.

Summer Salary: Salary paid between two academic years to a faculty member appointed on a regular academic year basis. Amounts earned during a summer session are counted as earnings against the additional compensation limit.

GENERAL POLICY

Occasionally, academic and administrative/professional employees are asked to assume responsibility for additional duties unrelated to, or independent of, their normal scope of work. When such assignments are clearly not a part of the employee's normal assignment, additional compensation may be permitted. A request must be approved prior to the beginning of the additional compensation assignment. It is the responsibility of the Human Resources Department to monitor the employee's allowable compensation limit.

Typically, additional compensation outside the summer period is earned from departments other than the home department. Additional compensation work may include instruction, administrative, or public service activities which are generally short term in nature.

Additional compensation for instruction may include for example, teaching courses for college credit or non-credit exceeding a full course load, conducting test prep courses or administering third-party tests.

Additional compensation assignments may also include special assignments in other instructional areas (e.g. Workforce, System Office, Marketing, Student Enrollment and Continuing Education).

A. Approval Levels

The need for allowing additional compensation will always be evaluated in view of the advantages to Sowela Technical Community College. The approval structure for additional compensation requests requires the authorization of the Department Chair of the unit initiating the request and the Department Chair of the employee's primary assignment along with their respective Deans/Directors. The requests will then be forwarded to the Office of Human Resource (OHR) for compliance review, processing and further routing.

The appropriate Vice Chancellor may delegate to the Dean of Instruction (DOI) authority to approve additional compensation for work where previously approved rates are clearly established (e.g. Continuing Education courses, courses for college credit). In such cases, the OHR will be required to submit regular reports on additional compensation to the respective Vice Chancellor.

This policy does not apply to any income earned outside of Sowela employment which must be reported in compliance with Sowela Outside Employment Policy 6.022.1. However, to avoid conflicts of interest or in scheduling, administrators may take into account outside work performed in considering the approval of additional compensation requests.

B. Maximum Additional Compensation

The additional compensation limit in no way minimizes the need to justify any additional compensation on a case by case basis. The total amount of additional compensation earnings that any employee may receive from Sowela each year will be up to but should not exceed 20% of their fiscal or academic year salary.

PART-TIME EMPLOYEES

Additional compensation may be paid to part-time employees for short term or intermittent services. If the additional duties are recurring, the part-time employee should be compensated accordingly.

Guidelines and Procedures:

Employees must complete and submit documentation on the additional compensation requested to the Department Chair for review and approval.

The additional compensation amount is determined based on the employee's current salary in effect at the time of assignment and will not change during the term of the assignment.

Human Resources will review documentation for appropriate signatures and process paperwork for the additional compensation.

Source of Policy: Human Resources
Related Policy: N/A

Responsible Administrator: Human Resources Director
LCTCS Policy Reference: NA
LCTCS Guideline Reference: NA

Approved by: _____
Chancellor

Date: _____