

University of Houston

Graduate College of Social Work

Additional Compensation Policy

GENERAL STATEMENT

The University of Houston and the GCSW do not provide additional compensation over and above 100% FTE to faculty except in unusual circumstances. The university and school policies are based upon a statement from the American Council on Education which reads in part, "...universities should avoid extra compensation for work on special projects during the academic year. The base university salary should include compensation for all university duties (teaching, research, administration, intra-university consulting)." However, there may be special and extenuating circumstances outside normal duties for which additional compensation may be justified.

Exempt staff at the University of Houston are salaried employees and, as such, do not normally receive additional compensation for any of their work activities. Further, exempt staff are not subject to the overtime provisions of the Fair Labor Standards Act and are expected to work whatever hours are necessary to satisfactorily accomplish their job functions. However, under special and extenuating circumstances, exempt employees may receive additional compensation for work which falls outside the scope of activities or functions performed as part of his or her regular job assignment.

Described in this policy are parameters within which additional compensation may be provided to faculty and exempt staff. Additional compensation may be granted only with advance approval. All such payments must be made through the University's payroll system and are subject to withholding and other payroll deductions.

FACULTY ADDITIONAL COMPENSATION

I. Additional Compensation

Faculty who work on special projects outside their normal duties may receive additional compensation as follows.

- a. Teaching regularly scheduled academic classes, including off-campus and instructional television, as an overload assignment during the academic year or during the summer;
- b. Teaching and/or coordinating contract or continuing education (non-credit) courses (including short courses, seminars, workshops and conferences) scheduled at departmental, college or university level.

Additional compensation includes compensation from any university account. Research grants funded by external agencies are thus included in the term additional compensation. Additional compensation to be paid from contract or grant accounts must have prior approval from the sponsoring agency before institutional approval can be given.

II. Amount of Additional Compensation

- a. With prior approval of the Dean and the Executive Vice President for Academic Affairs/Provost, faculty on nine-month contracts may receive additional compensation beyond their contract level. An equivalent of three months for those on nine-month contracts (one month for those on eleven months) may be received in additional compensation if properly approved prior to the activity or activities. Please note that this amount will be reduced by any teaching or regular summer assignment pay. Regular summer assignments do not require approval.
- b. With prior approval of the Dean and the Executive Vice President or Academic Affairs/Provost, faculty who have received the equivalent of their twelve-month salary in total university compensation, and faculty on twelve-month contracts, may receive additional compensation beyond the level specified in paragraph II. 1. Any additional compensation so received in both instances cannot exceed \$15,000 or 20% of the twelve-month salary, whichever is greater, in a fiscal year.

III. Not Considered Additional Compensation

- a. For those service and research awards and chair stipends approved and on file in the Provost's office, no additional compensation forms are necessary. Further, a form is not required for participation as a human subject in an approved protocol.
- b. Faculty who are on less than a twelve-month contract may do research and be paid from research funds during the time not covered by that faculty member's contract. Compensation shall be at the faculty member's contract rate. An additional compensation form is not necessary in this instance.

IV. Procedure for Requesting Approval

The GCSW is responsible for initiating the Request for Additional Compensation form (exhibit A). The faculty member is responsible for verifying that the form is complete (with required signatures) prior to beginning the activity for which additional compensation will be received. Both the faculty member and the College Business Administrator are responsible for monitoring the total amount of additional compensation received during the fiscal year and for ensuring that it does not exceed the maximum limit as set forth in item II. b. above.

- a. Requesting department initiates the request for additional compensation form and submits form to faculty member.
- b. Faculty member completes form and verifies information before submitting to the Department Business Administrator/Financial Coordinator.
- c. Faculty member completes form and verifies information before submitting to the Department Business Administrator/Financial Coordinator.
- d. College Department Business Administration verifies limit status and forwards for all approving signatures.
- e. Upon final approval, the College Business Administrator will forward to the requesting department and faculty member.
- f. Upon final approval, the College Business Administrator will forward to the requesting department and faculty member.
- g. Upon final approval, the College Business Administrator will forward to the requesting department and faculty member.

EXEMPT STAFF ADDITIONAL COMPENSATION

I. Additional Compensation

Exempt staff who work on special projects outside their normal work hours may receive additional compensation as follows:

- a. Teaching regularly scheduled academic classes, including off-campus and instructional television, and continuing education (non-credit) courses (including short courses, seminars, workshops and conferences) scheduled at the departmental, college, or university level.
- b. Special services (e.g. exempt staff working plays and performances, tests proctoring, etc.).
- c. Other special projects or assignments which are clearly outside the scope of activities or functions performed as part of the employee's regular job assignment.

Additional compensation includes compensation from any university account. Research grants funded by external agencies are thus included in the term additional compensation. Additional compensation to be paid from contract or grant accounts must have prior approval from the sponsoring agency before institutional approval can be given.

II. Amount of Additional Compensation

- a. With prior approval of the appropriate Director, Dean, Vice President, and the Assistant Vice President for Human Resources, exempt staff may receive additional compensation not to exceed \$15,000 or 20% of their twelve-month salary, whichever is greater, per fiscal year.

III. Not Considered Additional Compensation

- a. For those service and research awards approved and on file in the Department of Human Resources, no additional compensation forms are necessary. Further, a form is not required for participation as a human subject in an approved protocol.

IV. Procedure for Requesting Approval

Requesting department is responsible for initiating the Request for Additional Compensation form and the Addendum and for verifying that the forms are completed (with required signatures) prior to the employee beginning the special project for which additional compensation will be received. Both the staff member and the College Business Administrator of the employee's home college/division are responsible for monitoring the total amount of additional compensation received during the fiscal year and for ensuring that it does not exceed the maximum limit as set forth in item II. above.

- a. Requesting department initiates the request for additional compensation form and submits it along with the addendum (exhibit B) to the staff member.
- b. Staff member completes both forms and verifies information before submitting to the Department Business Administrator/Financial Coordinator.
- c. Department Business Administrator/Financial Coordinator verifies information and limit and submits to College Department Business Administrator.
- d. College Department Business Administration verifies limit status and forwards for all approving signatures.
- e. Upon final approval, the College Business Administrator will forward to the requesting department and staff member.
- f. Staff member can begin activity for which additional compensation will be received only after all approvals have been secured.
- g. Responsible department will initiate payment through the payroll system as activities are performed.