

## Procedure for Extra Service Pay University of Tennessee at Chattanooga

Effective: 7/1/2015

UT HR Policy HR0472, effective 7/1/2013, covers several supplemental pay practices, including Extra Service Pay. Full policy is accessible at: [http://policy.tennessee.edu/hr\\_policy/hr0472/](http://policy.tennessee.edu/hr_policy/hr0472/)

Policy HR0472 defines Extra Services Pay as, “compensation for work in support of the university by an exempt employee or faculty member that is not part of his or her regular job duties” giving examples such as:

- Presentations at conferences or workshops administered by a university department other than the employee's department.
- Providing professional services to the university that are not part of the employee's regular duties, such as translating a document, conducting analysis, or performing at a campus event.
- Teaching courses through an academic department or the Institute for Public Service.
- Teaching summer school (not including twelve-month faculty).

The specific guidelines associate with such temporary assignments for which extra pay may be granted are:

- Extra services by exempt staff should be performed outside the employee's regular work schedule or annual leave should be taken.
- The rate of pay for extra services will be arranged between the employee and the director or department head receiving the service.
- Extra services pay for consulting across departments on sponsored projects may require prior approval from the granting agency.
- Extra services pay must comply with Fiscal Policy FI0205 relating to salaries chargeable to federally sponsored projects.

The policy further states:

It is the joint responsibility of the employee and his/her immediate supervisor to ensure that additional services will not detract from the performance of the employee's assigned responsibilities. ***The employee, the employee's regular supervisor and an appropriate supervisor in the receiving department are encouraged to agree to the terms of the work assignment in writing in advance, or as soon thereafter as possible, to ensure and support the welfare of the employee.***

The Extra Service Pay form provides a mechanism for the three parties involved in Extra Service Pay (employee, the employee's regular supervisor and an appropriate supervisor in the receiving department) to agree to the terms of the work assignment as specified by UT policy.

Prior to initiation of additional work assignment this form should be completed, signed by each of the three parties to the Extra Service Pay, and sent to Human Resources.

***IRIS e-form (ADL, OTL, or Recurring Pay) must be completed to implement Extra Service Payment.***