POLICY STATEMENT

This Policy governs the payment of additional pay earned by a University faculty or staff employee. Additional pay represents compensation that is not part of an employee’s regular pay for the performance of his or her primary job. Such additional pay includes, but is not limited to, payments for the following assignments and activities:

- Faculty Overload Teaching,
- Staff Teaching Assignments,
- Non-Teaching Duties Related to Teaching,
- Out-of-Classification Assignments,
- Assignments Performed for Another Department, and
- Stipends.

This Policy does not address the payment of overtime, shift differential, and similar forms of additional pay earned by an employee for time worked. In addition, the terms
and conditions set forth in a collective bargaining agreement between the University and its employees shall govern if they differ from those included in this Policy.

Compensation paid to students hired by the University is subject to the Student Employment Policy.

REASON FOR POLICY

This Policy includes the standards for the approval, payment, and tax reporting of additional pay provided to an employee in connection with an increase in responsibility or other compensatory activity. The Policy conforms to the Fair Labor Standards Act (FLSA) and the Internal Revenue Code and applicable Treasury Regulations.

WHO SHOULD READ THIS POLICY

Any employee who receives additional pay under this Policy; the members of the Leadership Team, as well as supervisors and Business Managers who administer or authorize the payment of additional pay.

POLICY TEXT

An employee’s eligibility to receive additional pay from the University may be dependent on his or her status as an exempt or non-exempt employee under the FLSA and whether the individual’s position is covered under a collective bargaining agreement.

The following assignments, duties, and activities are eligible for the payment of additional pay, subject to the availability of funds:

Faculty Overload Teaching

A full-time faculty member may receive additional pay for teaching a course beyond a fully assigned teaching load.

Staff Teaching Assignments

An exempt staff employee may receive additional pay for teaching an academic course. Staff teaching assignments are subject to the requirements included in the collective bargaining agreement between the University and the USF Faculty Association and the Staff Who Teach Policy.
Non-Teaching Duties Related to Teaching

A faculty or staff employee may receive additional pay for performing non-teaching work related to his or her teaching assignment or other teaching activity. Non-teaching duties include conducting independent research; providing preceptor or tutorial services; or serving as a department chair, program coordinator, or performing other administrative duties beyond those normally expected of a faculty or staff employee with teaching responsibilities.

Out-of-Classification Assignments

An employee may be eligible to receive additional pay for temporarily assuming the duties, in whole or part, of an immediate supervisor or other colleague within the employee’s department who has left his or her position or is on an extended leave of absence. Such services must be short-term in nature and clearly beyond the scope of the employee’s primary job. The additional pay, however, should not be paid in lieu of an upward reclassification or promotion if the new duties represent a permanent expansion of the position.

If an employee is approved by his or her department to receive out-of-classification pay, the additional pay must be paid to the employee over a defined period of time that is limited to one year in duration. The total amount of additional pay may not exceed 25% of the annual pay rate associated with the employee’s primary job. Any exception to these requirements requires prior approval in accordance with the procedures set forth in this Policy. See Authorization.

The payment of additional pay to a represented employee for working out of classification within his or her department is subject to the collective bargaining agreement covering the employee’s position with the University. In the absence of specific requirements contained in the agreement, the requirements described above shall apply.

Assignments Performed for Another Department

Any employee may receive additional pay from another University department for performing short-term or occasional services that are unrelated to the employee’s primary job. Examples of such services include giving a music recital, providing photography services, or leading a Koret exercise class.

Stipends

A stipend may be paid to an employee as additional pay in connection with one of the following activities:
• Merit and Service Awards

A faculty or staff employee may receive a stipend payment under the Merit and Service Award program, or similar University program, for outstanding individual performance, for participating on a team project that significantly benefited the University, or for other important contributions and achievements related to the employee’s primary job.

• Honorariums

A faculty member or an exempt staff employee may receive an honorarium for performing a short-term scholarly or professional service such as a guest lecture, program review, appraising a manuscript, or similar activity. An honorarium should be paid as a stipend subject to the requirements in the Honorarium Payments Policy.

• Non-Earnings Stipends

A faculty or staff employee may receive a stipend for an activity that does not require the individual to perform any additional duties. Activities for which a stipend may be paid include, but are not limited to, the following:

- Payment of a rental subsidy approved for a new faculty member as reimbursement for the first and last months’ deposit. The subsidy may be paid to a faculty member before he or she begins service with the University, subject to the submission of appropriate receipts. See Moving Reimbursement Policy.
- Payment of a uniform allowance or similar allowance to an employee required to wear certain work-related clothing.

A stipend may not represent an employee’s only source of compensation from the University except for a rental subsidy stipend, or similar relocation payment, paid to a new faculty member prior to the individual’s employment date with the University. In addition, a stipend may not be paid in lieu of retroactive pay (e.g., back pay) owed to an employee.

A summary of the additional pay categories authorized under this Policy is included in Appendix A.

Employment Agency

In lieu of paying an existing employee additional pay to undertake an assignment that is not part of the employee’s primary job, departments have the option of hiring a
temporary worker identified by the department or referred by the University’s preferred employment agency, HR Options. Hiring temporary workers through HR Options is simple, cost effective, and flexible. HR Options can be reached at 415-422-TEMP or by e-mail at tempstaffing@usfca.edu. Temporary requests or referrals can also be completed on line at http://www.hroptions.com/hire/.

PROCEDURES

Authorization
Method of Payment
Violations

AUTHORIZATION

The payment of additional pay must be approved in advance by the Business Manager, who is responsible for determining that budgeted funds are available for the additional pay and that the pay complies with this Policy.

A request for an exception to the Policy must be submitted in advance to the Assistant Vice President, Human Resources, for review and approval. A request to pay out-of-classification pay for longer than one year should be submitted at least thirty (30) days prior to the expiration of the one-year period.

METHOD OF PAYMENT

All additional pay disbursed to an employee shall be paid though the University’s payroll system as wages reportable on Internal Revenue Service (IRS) Form W-2 and subject to withholding of applicable income and employment taxes. To initiate a payment, the department must complete an Electronic Personnel Action Form (EPAF) for submission to Payroll Services via the Banner HR System. The EPAF must be supported by appropriate documentation such as a department letter or other documentation describing the services to be performed. The appropriate EPAF type, job code, and pay codes must be entered on the EPAF as determined by the employee’s classification and primary pay schedule.

Under no circumstances may an employee receive additional pay through the University’s accounts payable system.

VIOLATIONS

A violation of any portion of this Policy may result in disciplinary action, up to and including termination of employment and/or legal action.
RELATED INFORMATION

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>USF</td>
<td>Collective Bargaining Agreements</td>
<td><a href="http://www.usf.usfca.edu/generalcounsel/lr.html">www.usf.usfca.edu/generalcounsel/lr.html</a></td>
</tr>
<tr>
<td>USF</td>
<td>Compensation/Pay Practices</td>
<td><a href="http://www.usfca.edu/templates/hr_inside.aspx?id=4294970601&amp;nav=4294967331#policy">www.usfca.edu/templates/hr_inside.aspx?id=4294970601&amp;nav=4294967331#policy</a></td>
</tr>
<tr>
<td>USF</td>
<td>Honorarium Payments Policy</td>
<td><a href="http://www.usfca.edu/Business_and_Finance/Honorarium_Payment_Policy/">www.usfca.edu/Business_and_Finance/Honorarium_Payment_Policy/</a></td>
</tr>
<tr>
<td>USF</td>
<td>Moving Reimbursement Policy</td>
<td><a href="http://www.usfca.edu/Business_and_Finance/Moving_Reimbursement_Policy/">www.usfca.edu/Business_and_Finance/Moving_Reimbursement_Policy/</a></td>
</tr>
<tr>
<td>USF</td>
<td>Staff Who Teach Policy</td>
<td><a href="http://web.usfca.edu/uploadedFiles/Departments/Offices_and_Services/HR/Employment/Staff%20Who%20Teach%20Policy.pdf">http://web.usfca.edu/uploadedFiles/Departments/Offices_and_Services/HR/Employment/Staff%20Who%20Teach%20Policy.pdf</a></td>
</tr>
<tr>
<td>USF</td>
<td>Student Employment Policy</td>
<td><a href="http://www.usfca.edu/Business_and_Finance/Additional_Pay_Policy/">http://www.usfca.edu/Business_and_Finance/Additional_Pay_Policy/</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner System</td>
<td>The enterprise information system used to record the business activities of the University. The core system suite is made up of the Advancement, Finance, Financial Aid, Human Resources, and Student modules, and includes additional functionality in document management, job scheduling, reporting, and workflow.</td>
</tr>
<tr>
<td>Business Manager</td>
<td>A University employee, designated by the President, Vice President, Vice Provost, or Dean who is the financial manager for the University account(s) being used for the expense. This may include the President, Vice Presidents, Vice Provosts, or the Deans.</td>
</tr>
<tr>
<td>Exempt Employee</td>
<td>An employee who, based on duties performed and the manner of compensation, is exempt from the provisions of the FLSA. In general, exempt employees are paid a guaranteed minimum salary and perform</td>
</tr>
</tbody>
</table>
exempt job duties as defined under FLSA regulations. Exempt employees are only required to report leave and not time worked.

### Non-Exempt Employee
An employee who, based on duties performed and the manner of compensation, is subject to the FLSA, including the minimum wage and overtime provisions of the law. Non-exempt employees are paid on an hourly basis; the number of hours worked in any given workweek is reported along with any leave time used.

### Primary Job
An employee’s principal job with the University. Such positions may be either full-time or part-time. If an employee has a secondary job, the primary job should be determined based on such factors as the position with the largest percentage time worked, longest duration, academic standing, etc.

### ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone Number</th>
<th>E-mail of URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>Diane Nelson</td>
<td>415-422-2441</td>
<td><a href="mailto:dlnelson3@usfca.edu">dlnelson3@usfca.edu</a></td>
</tr>
<tr>
<td>Payroll Services</td>
<td>Frank Wasilewski</td>
<td>415-422-2402</td>
<td><a href="mailto:fmwasilewski@usfca.edu">fmwasilewski@usfca.edu</a></td>
</tr>
<tr>
<td>EPAF Administration</td>
<td>Felton Louis</td>
<td>415-422-2904</td>
<td><a href="mailto:flouisr@usfca.edu">flouisr@usfca.edu</a></td>
</tr>
</tbody>
</table>

### FORMS

<table>
<thead>
<tr>
<th>Form</th>
<th>Use</th>
<th>Location</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPAF</td>
<td>On-line form used to originate payroll transactions in the Banner HR System</td>
<td>HR Website</td>
<td><a href="http://www.usfca.edu/HR/Payroll/Banner_EPAF_Information/">www.usfca.edu/HR/Payroll/Banner_EPAF_Information/</a></td>
</tr>
</tbody>
</table>

### RESPONSIBILITIES

**Department/Business Manager**

- Prepares documentation to substantiate a request to pay an employee additional compensation for an activity authorized under this Policy.
• Reviews and approves requests to authorize the payment of additional pay for employees under his or her supervision.
• Secures the services of a temporary worker using the University’s preferred employment agency.

**Payroll Services**

• Processes additional pay through the payroll system and reports such payments and applicable withholding in accordance with IRS regulations.

**Assistant Vice President, Human Resources**

• Reviews departmental requests to pay out-of-classification pay or other additional pay as an exception to this Policy.

**President, Vice Presidents, Vice Provosts, and Deans**

• Ensures that additional pay disbursed to his or her employees is in compliance with this Policy.

---

**FREQUENTLY ASKED QUESTIONS**

(None)

---

**REVISION HISTORY**

09/01/15  Revised to clarify that an out-of-classification assignment may include the undertaking of additional duties by an employee due to the absence of a supervisor or other colleague within the employee’s department. The Policy also includes references to the Student Employment Policy and the Staff Who Teach Policy.

10/01/13  First publication of Policy.

---

**APPENDICES**

*Appendix A*  Additional Pay Authorized for Payment
Additional Pay Authorized for Payment  
Appendix A

The following table summarizes the categories of additional pay authorized for payment under this Policy:

<table>
<thead>
<tr>
<th>Pay Category</th>
<th>Eligible Employees</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Overload Teaching</td>
<td>Full-time faculty</td>
<td>Additional faculty teaching beyond a fully assigned teaching load.</td>
</tr>
<tr>
<td>Staff Teaching Assignments</td>
<td>Exempt</td>
<td>Academic teaching performed by a staff employee.</td>
</tr>
<tr>
<td>Non-Teaching Duties Related to Teaching</td>
<td>Exempt, Non-Exempt</td>
<td>Additional non-teaching duties performed by faculty or staff employees related to teaching (e.g., conducting research, tutoring, administrative duties, etc.)</td>
</tr>
<tr>
<td>Out-of-Classification Assignments</td>
<td>Exempt, Non-Exempt</td>
<td>Additional duties undertaken by an employee due to a position vacancy or extended leave of absence of another employee within the department.</td>
</tr>
<tr>
<td>Assignments Performed for Another Department</td>
<td>Exempt, Non-Exempt</td>
<td>Work performed for another department such as giving a music recital, providing photography services, leading an exercise class, etc.</td>
</tr>
</tbody>
</table>

**Stipends:**

<table>
<thead>
<tr>
<th>Stipends:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit and Service Awards</td>
<td>Exempt, Non-Exempt</td>
<td>Payment for outstanding performance or for undertaking significant additional duties related to an employee’s primary job.</td>
</tr>
<tr>
<td>Honorarium</td>
<td>Exempt</td>
<td>A gratuitous payment made to a faculty member or exempt staff employee for performing a short-term scholarly or professional service.</td>
</tr>
</tbody>
</table>
| Non-Earnings Stipends                             | Exempt, Non-Exempt| A payment that does not require the performance of additional duties such as:  
  - Faculty rental subsidy for first and last months’ deposit.  
  - Uniform allowance or similar allowance, etc. |