



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:37

Additional Compensation for Ferris Employees

COVERED EMPLOYEES

- All employees.

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

HR POLICY

Employees are expected to perform duties related to their University responsibilities and any additional duties assigned within the scope of their position during their normally scheduled work time. Full-time employees are not compensated by the University, or under any University-related business arrangement, for additional duties assigned and performed during the normal workday unless such work falls under the scope of this policy and receives proper administrative approval.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. Additional compensation cannot be awarded because an employee works "more hours".
 - A. Non-exempt employees (covered by the overtime provisions of the Fair Labor Standards Act - FLSA) who perform additional work related to their University responsibilities in addition to the 40-hour workweek, are to be paid overtime.
 - B. Exempt employees (i.e., not covered by the overtime provisions of the Fair Labor Standards Act - FLSA) do not receive additional compensation for work related to their University responsibilities or for additional duties as assigned within the scope of their position, even though it may cause them to work more than 40 hours a week.
- II. Additional compensation may be paid to Ferris employees for the following situations:

- A. Assuming responsibilities of a higher-level position due to vacancy or leave of absence.
 - B. Substitute teaching.
 - C. Honorariums (speaking and/or musical engagements, distinguished faculty award, academic excellence award, distinguished staff award, or other similar recognitions/awards).
 - D. Additional assignments **not related** to the employee's primary assignment and performed outside the employee's regularly scheduled workday.
 - E. Staff teaching assignments.
 - F. Faculty overload pay.
 - G. Faculty time-in-transit pay for off-campus courses ("windshield time").
 - H. Additional compensation for any unusual situations not stated above must be approved by the President.
- III. Additional compensation situations are temporary in nature and will not exceed one year. Any situation requiring payment of additional compensation for longer than one year must be addressed with Human Resources (HR). Additional compensation is not added to an employee's base salary, is not subject to any across-the-board salary increases, and is not a factor in any vacation or sick leave payouts.
- IV. Procedures for each of the situations listed above are outlined in the following grid. As noted in the grid, **procedures for payment must be completed prior to the beginning of the additional assignment or before services are performed.** NOTE: Effective the date of this policy, Interdepartmental Requisitions will not be used to pay an employee for any additional compensation reason.

ADDITIONAL COMPENSATION REASON	PROCEDURES AND SPECIAL NOTATIONS	EAA APPROVAL LEVELS
1. For assuming responsibilities of a higher-level position due to vacancy or a leave of absence.	Prior to assumption of duties , complete applicable sections of EAA and send through for all required approval signatures. Provide a reason for and detailed description of higher-level duties in comments section on EAA (attach a separate sheet, if necessary). Indicate assignment end date, not to exceed one year. Approval signatures must be obtained prior to assignment begin date.	1. Department 2. Dean/Director 3. Vice President 4. Human Resources
2. Pay for additional or supplemental assignments NOT RELATED to the employee's primary University responsibilities performed after the employee's regularly scheduled working hours (excluding faculty and staff teaching overloads).	Prior to assumption of additional assignment , complete applicable sections of EAA and send through for all required approval signatures. In the EAA comments section, provide a.) a detailed description of additional assignment; b.) approximate days and times the assignment will be performed; and c.) the department and supervisor for whom the assignment will be performed. (Attach a separate sheet, if necessary.) *If additional assignment does not report to the employee's primary assignment supervisor, approval by the employee's primary assignment supervisor is also required (signature on EAA). Indicate assignment end date, not to exceed one year. Approval signatures must be obtained prior to assignment begin date. University Hiring Process to be followed when applicable. Refer to current Hiring Process Manual.	1. Department 2. Primary Assignment Supervisor* 3. Dean/Director 4. Vice President 5. Human Resources
3. Staff overload pay	Prior to assumption of additional assignment , complete applicable sections of EAA with notation in comments section if the teaching assignment is during regularly scheduled working hours or not. If teaching assignment is during regularly scheduled working hours, the employee must use vacation or personal leave or work within the Flextime Business Policy Letter for the hours in which the employee is engaged in the additional work. The EAA must include: a.) Notation in comments section if overload is during regularly scheduled working hours. If so, notation if using vacation or personal leave or an attached flextime plan (i.e., how the hours will be made up) approved by the employee's primary assignment supervisor. b.) Signature of employee's primary assignment supervisor. Approval signatures must be obtained prior to assignment begin date.	1. Department 2. Primary Assignment Supervisor 3. Dean/Director
4. Faculty overload pay** (FFA members only)	Prior to assumption of additional assignment , complete appropriate sections of EAA. *If overload assignment does not report to the employee's primary assignment supervisor, approval by the employee's primary assignment supervisor is also required (signature on EAA). Approval signatures must be obtained prior to assignment begin date. **To be paid per FFA contract.	1. Department 2. Primary Assignment Supervisor* 3. Dean
5. Honorariums	Before services are performed , complete appropriate sections of EAA with notation in comments section of reason for honorarium. Use position # 500002 for T job group and #600002 for W job group. Approval signatures must be obtained prior to assignment begin date.	1. Department 2. Dean/Director
6. Substitute Teaching*	Report amount of substitute pay on time sheets using earnings code 142 and retain appropriate documentation in departmental offices. For FFA members, substitute pay will be paid per the FFA contract. * This is not overload pay.	N/A Department signatures required on time sheets
7. Faculty time-in-transit pay for off-campus courses * ("windshield time")	Report amount of pay on time sheets using earnings code 143 and retain appropriate documentation (Travel Increment Spreadsheets) in departmental offices. *For FFA members only.	N/A Department signatures required on time sheets

All additional compensation will be paid in accordance with the Fair Labor Standards Act (FLSA).

Refer Questions To: Human Resources