To: CLA Department Heads

From: Kirke Willing, Director of Financial Affairs

CC: David Reingold, Joel Ebarb, Lori Sparger, Leslie Barnes

Date: October 28, 2021

Subject: Employee Compensation – Additional Pay Options

Employee compensation (faculty, staff, graduate student) is managed through the details of an associated offer letter or contract with detailed start dates and compensation rates. Overtime, overload pay, administrative adjustment, summer pay, or additional S&E/research funding may be used to compensate employees for work beyond the scope of their standard employment.

In very rare instances, small, one-time projects or other needs directed by the supervisor may arise. In such cases, Add Pay/Overload may be used to provide compensation through a flexible payment process to faculty or staff for their work. It is intended to be used sparingly and only when no other options are available.

When a supervisor becomes aware of the need for compensation beyond what is standard for an employee, they should immediately speak with their unit Business Manager to identify the best option for managing the situation. The Business Manager can help determine whether Add Pay/Overload or an alternate compensation option is appropriate. All will be reviewed on a case-by-case basis.

Any supervisor who wishes to provide an Add Pay/Overload to an employee must complete an Add Pay/Overload Request form (see below) and submit it to the Payroll Center. The Payroll Center will create a DocuSign to circulate for review by the College Business Office. If the option is deemed appropriate, it will be forwarded to the Dean’s Office for review.

If approved by the Dean’s Office, the Payroll Center will set up the Additional payment. If denied, no Additional Payment will be processed.

**Purdue University College of Liberal Arts**

**Add Pay Guidelines and Request Form 10/28/21**

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| **Extra Duty** | The work is within the following guidelines:   * Non-Academic services outside regular duties **for departments other than one for which the staff member is employed.**   **AND**   * Work performed is relatable to the expertise of the regular position held.   **AND**   * Payment is less than 5% of annual salary. |
| **Overload <$2500** | 1. **Effort exceeds normal load, non-emergency**: The employee is assigned to and participates in an assigned activity that is clearly beyond the primary employment expectations, and the employee’s appointment for the activity represents the most economical and/or strategic approach to meet the unit’s need. 2. **Effort exceeds normal load, emergency**: The employee is assigned to and participates in an assigned activity that is clearly beyond the primary employment expectations, and alternative arrangements are not feasible. Every reasonable effort must be made to incorporate the activity into the regular duties and responsibilities of the unit before the use of Overload Compensation is recommended. Even after Overload Compensation is approved, the unit is expected to bring the activity into the regular pattern of assigned duties. |
| **Overload >$2500** | Provost Memo/Approval through Kristen Hunt required |

Extra Duty or Overload? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Supervisor requesting: *Signature*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipient Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Approval: *Signature*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internal Order or WBSE# to be charged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Additional Pay request? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this person working alone on this project or will there be multiple requests for this same project?

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