

Extra and Supplemental Compensation for Faculty and Staff

Summary/Purpose: A definition of extra and supplemental compensation is given along with an explanation of who qualifies. Guidelines are given for using University funds to provide additional compensation.

This policy applies to all full-time faculty, including tenure/tenure track, non-tenure track, research track, and instructional track (i.e., EEO 1 and 2), and to professional administrative staff (EEO 3) during their standard contract period (9 months or 12 months). This policy establishes general guidelines for using University funds to provide additional compensation to faculty and staff beyond their base salaries. Extra compensation is defined as relating to work performed that is beyond the duties assigned to the position. Supplemental compensation is defined as an augmentation due to outstanding performance of assigned duties.

In all cases, extra or supplemental compensation must not interfere with the ability of the individual to carry out the duties associated with his or her base salary. This policy is based on the assumption that the job expectations associated with the base salary for a faculty or staff member have been established. This may be done through the job description, appointment letter, annual performance reviews, tenure and promotion guidelines, or other memoranda.

Extra Compensation

Extra compensation applies to duties undertaken or assigned that are beyond the ordinary duties of the individual. In general, these are overload situations. Examples include:

- A full-time faculty member who chooses to teach a course off-campus or in a mode that is outside the standard teaching assignment (e.g., at night, summer session, intersession, independent study, or Ole Miss On-Line), or on a topic outside that covered by the faculty member's appointment (e.g., LIBA 102). These examples do not apply in cases where the teaching assignments are part of the standard teaching assignment of the individual faculty member or a typical faculty member in the department (i.e., teaching night, weekend, on-line, or off-campus courses may be a standard teaching assignment in some departments).
- A faculty member who takes on administrative duties (e.g., chair, dean, director, etc.) May receive an administrative supplement for the extra duties; see the salary conversion policies located on the Policy Web site regarding the case of a faculty member assuming a departmental chair position.
- A faculty or staff member who takes on additional research or service activities, of a non-recurring nature, beyond the duties associated with the base salary. (Additional research or service activities that are recurring in nature are considered a change in job description.)
- A staff member (with no assigned teaching in his or her job description) who teaches a course or takes on other duties outside the normal assignment. A professional staff member who takes on such additional work for extra compensation will be required to continue to put in full work week hours. A staff employee may receive extra compensation for teaching a course if the class

is outside the normal 8:00 a.m. to 5:00 p.m. workday. For a staff employee to teach a class during the workday, he or she must deduct the total number of contact hours from accumulated leave time, with the required amount of leave time being available in order to make the teaching appointment.

Extra compensation should not be more than 30% of the individual's base salary rate for any month. Extra compensation associated with teaching summer or intersession courses is an exception to this guideline, due to the accelerated nature of the activity.

Supplemental Compensation

Supplemental compensation may apply to a variety of situations in which a faculty or professional staff member receives a supplement to his/her "state base" salary for performing within the normal range of duties associated with the position. This supplement may be associated with outstanding performance (i.e., teaching or research awards) and may thus be temporary in nature. Alternatively, the supplement may "build" the base salary of an individual by adding to the "state base". Examples of the latter include endowed chair positions, in which external funds are added to state dollars to build the total base salary for an individual.

Supplemental compensation (except in the situation regarding building a base salary) will be temporary in nature and either may be given as a lump sum (e.g., awards) or may be stretched over one or more semesters. Guidelines for the selection of individuals to receive supplemental compensation (award types) should be established and should be approved by the Provost. Unless the Provost has indicated otherwise, individual selections should be approved through the level of the Provost.

The source of the supplemental compensation may be any type of funding under control of the University.

Cases of supplemental and extra compensation, including work expectations and the approval steps, should be documented using Human Resources forms (e.g., e-form 11 for Research during Intercessions or Summer Months or e-form 40, Request for Additional Pay, for various awards or for extra teaching assignments).

Relationship with OMB Circular A-21

Nine month faculty may pay themselves a maximum of 3/9 of their nine-month salary during the summer months from all University sources, including grants and contracts.

A faculty or staff member who is PI on a grant or contract may not pay him/herself extra or supplemental compensation using the contract or grant as the source, unless this is approved by the funding agency as part of the proposal.

A faculty or staff member may earn salary from a grant at greater than his or her normal monthly base salary if he or she performs extra duties that are across departmental lines (consistent with OMB Circular A-21).