

Applies to: Staff

Responsible Office

Human Resources

POLICY STATEMENT

The salary of regular, full-time staff members is intended as full compensation for job activities performed for the college. However, staff may be requested to render service for other departments of the college and/or to perform duties that are substantially outside the scope or reasonable potential scope of the individual's position. In such instances, the individual may be eligible to receive supplemental compensation if release time is not a feasible option. Performance of work outside the individual's home department is subject to the approval of the home department.

This policy applies primarily to exempt salaried staff because nonexempt staff receive compensation (either overtime pay or compensatory time off) for additional work performed.

Purpose of the Policy

To provide for compensation for staff rendering service for the college outside of their home department and/or performing duties that are substantially outside the scope or reasonable potential scope of the individual's position.

Definitions

Term	Definition
Home employing department	Employing department where the employee's manager usually is employed or where the primary ongoing employment relationship exists.

Policy Details

- I. Supplemental compensation
 - A. Before any services begin, all supplemental compensation arrangements must have prior approval. The college has no obligation to pay supplemental compensation for services that are not pre-approved.
 - B. Supplemental compensation is generally not provided for services within the individual's home department(s).
 - C. Supplemental compensation should not conflict with or reduce effectiveness of the individual's performance of primary job responsibilities.
 - D. Supplemental compensation is intended for short-term arrangements, not as an ongoing compensation strategy. For ongoing situations, departments should consider longer-term options, such as release time, using staff within the department who may have the requisite skills, training available staff members to gain the requisite skills, or incorporating the work in the individual's position description. If ongoing, supplemental compensation arrangements should be reviewed at least annually.
 - E. Supplemental compensation payments typically should not exceed 20% of regular salary over a fiscal year.
 - F. Supplemental compensation applies to situations other than a temporary promotion or arrangements outside an individual's established compensation plan. The policy guidelines do not apply to this situation.

II. Approvals

All supplemental compensation arrangements and exceptions to policy guidelines must be approved by the senior administrator of the **home employing department** in consultation with the Office of Human Resources.

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PROCEDURE

Responsibilities

Position or Office	Responsibilities
Employee	<ul style="list-style-type: none"> Obtain approval in advance for supplemental work and compensation; Ensure supplemental work does not interfere with regular job duties; and Ensure supplemental compensation does not exceed annual limit.
Department paying supplemental compensation	<ul style="list-style-type: none"> Obtain approval in advance for the individual to perform extra work and to be paid supplemental compensation; and Initiate paperwork for supplemental compensation.
Employing home department	<ul style="list-style-type: none"> Ensure supplemental work does not interfere with regular job duties; Approve in advance supplemental work and compensation as appropriate; and Ensure supplemental compensation does not exceed annual limit.
Office of Human Resources	<ul style="list-style-type: none"> Consult on this policy; and Approve in advance supplemental work and compensation as appropriate.

Resources

- [Supplemental Compensation Approval form](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Office of Human Resources	1179 University Dr Founders Hall Ste 1014	740-366-9367	https://go.cotc.edu/hr

History

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