



POLICY MANUAL

COMPENSATION

Number 376

Subject: Extra-Service Compensation

Covered Employees: Salaried Employees

Date of Origin: January 24, 1997

Effective Date of Last Revision: April 9, 2004

376.1 INTRODUCTION AND DEFINITIONS

1.1 The University recognizes that employees make extraordinary contributions to the University that are both related and unrelated to their Primary Role Assignments. This policy is designed to facilitate an institutional expression of support for appropriate - incentive compatible - performance based standards for extra-service compensation.

1.2 A University employee's "Primary Role Assignment" shall be:

- For faculty that set of duties and responsibilities specifically set out in the **Faculty Role Statement** negotiated between the faculty member and his/her direct supervisor;
- For other salaried employees, that set of responsibilities and duties as included in the employee's position description and as may be further defined through the Performance Appraisal Process.

1.3 "Extra-Contractual Service" shall be any service rendered to the University that is not specifically identified as part of the expected work-load in the employee's primary role assignment, and which is approved as such in accordance with this policy and policy 404.1.2(7).

376.2 POLICY

2.1 Employees may provide services to the University either with or without compensation beyond their primary role assignments. Where conflicts exist they must be disclosed and managed in compliance with USU policy # 307, Conflicts of Interest.

2.2 University employees must be cognizant of their primary responsibilities as expressed in their primary role assignments within their affiliated administrative units. The employee's unit administrator, with the concurrence of the employee, has responsibility for communicating standards of performance through the employee's role statement or the annual performance appraisal process. The unit administrator is required to annually review performance standards and expectations associated with the employee's role assignment. (See policies 329.2.1, 329.2.2, 405.6.1, 405.11.1) Extra-contractual teaching, training, workshops, or international assignments sponsored by the University must not serve to limit standard expectations of performance that are reflected in the faculty member's negotiated role statement.

2.3 Extra-service opportunities that fall outside of an employee's primary role assignments are granted in accordance with Utah Code 67-16-1 et. seq. , "Utah Public Officers and Employees' Ethics Act," and at the University's discretion where clear benefit to the University can be demonstrated.

2.3.1 Extra Service Unrelated to Primary Role Assignment

University employees may receive compensation for services or activities outside an employee's primary role assignment provided that the preparation and performance of such services do not impede the employee's discharge of his/her primary role assignment. (See Policy 377 - Consulting Service.)

2.3.2 Extra Service Related to Primary Role Assignment

University employees may not receive extra compensation for services or activities, which directly contribute to fulfilling obligations incident to their primary role assignment within the University. However, in some cases, expectations identified in the primary role assignment provide significant latitude for employees to exercise extraordinary effort in securing external funding to support the broad institutional mission of discovery, learning and engagement as they are defined within the employee's primary role assignment. Where appropriate, with approval from the employee's department head/supervisor, dean/vice president and the Executive Vice President and Provost in some circumstances, outcomes and activities produced from extra-service opportunities related to the primary role assignment can qualify for extra-service compensation and can be used for promotion, tenure and salary evaluation.

376.3 PROCEDURES

3.1 Requesting Approval

(1) An employee requesting permission to perform extra-contractual service must submit a Request for Extra Contractual Services Form to his/her immediate department head/supervisor, outlining the nature of the extra-contractual service proposed, and the benefit to the University. The recommendation should adequately document that the extra-contractual service is outside the primary role assignment. If such service is

requested for successive annual periods there should be documentation indicating why the service should not be redefined within the employee's primary role assignment.

(2) Compensation for extra-contractual services involving contracts and/or grants must receive prior approval through the granting agency, the University Sponsored Programs Office, and the Vice President for Research, and must be in compliance with federal regulations as outlined in appropriate OMB circulars and other government publications.

(3) Absence of a conflict of interest and a conflict of commitment must be established as part of the extra-contractual service request.

(4) For faculty and staff without an administrative appointment the department head/supervisor will forward the completed form, along with the attached agency approval where required, with a recommendation to the appropriate dean or vice president for final approval. In cases where extra service compensation will result in a cumulative annual increment to compensation that exceeds 20% of a 12-month base the Executive Vice President and Provost must also approve the recommendation.

(5) For faculty and staff with an administrative appointment (including department heads /supervisors) the department head/supervisor will forward the completed form, along with the attached agency approval where required, with a recommendation to the appropriate dean or vice president for review and approval. The dean or vice president then forwards the request to the Office of the Executive Vice President and Provost for final approval.

(6) Final written approval must be obtained prior to commencement of extra-contractual service.

(7) Ongoing extra-contractual service must be reviewed and approved on an annual basis with an appropriate determination that the services are outside the employee's primary role assignment.

3.2 Compensation (all salaried employees)

Payment for extra-contractual services, where appropriate, is made by processing a Temporary Salary Adjustment Form with appropriate administrative approval.

3.3 Compensation (faculty only)

When extra-contractual service is determined to adversely impact the ability of faculty to meet their role assignment this conflict cannot be mitigated through the purchase of accumulated leave. It is the general policy of the University not to purchase an employee's annual leave, holidays or weekends. (See policies 345.2.1 and 345.2.2 for exceptions to this general policy.) Annual leave, when awarded, is assumed to provide renewal, and therefore to enhance individual and University productivity.

376.4 RESPONSIBILITY

4.1 Department Heads and Supervisors

Department heads, supervisors, vice presidents and deans are responsible for reviewing extra-contractual service opportunities with employees both as they occur and on an annual basis to ensure that interference or conflict with the employee's primary role assignment is avoided or appropriately managed. The department head/supervisor has primary responsibility for working with employees to ensure compliance with the extra-contractual service compensation policy.

4.2 Employees

Employees are responsible for accurately completing Requests for Extra Contractual Services Forms, for disclosing conflicts of interest as they arise, and obtaining their supervisors' approval at least annually prior to the commencement of extra-contractual service.