

August 2009

## A Practical Guide to Supplemental Pay at UW

**What is supplemental pay?** Supplemental pay is any pay received from University of Wyoming other than the employee's base salary. Supplemental pay must always be for work that is in addition to the employee's regular work duties during the appointment period.

**What regulations govern supplemental pay at University of Wyoming?** UW Regulation 4-2, Employment Provisions Applicable to All Personnel, is the primary regulation governing supplemental pay. Other university regulations may also apply, such as UW Regulation 5-40, which governs faculty compensation for supplemental assignment in correspondence study, extension classes, and noncredit programs; and UW Regulation 5-173, which governs vacation, sick leave, and compensation for faculty and university officers. UW Regulation 5-173 explicitly states that faculty and university officers are not eligible for overtime compensation.

**What counts as supplemental pay at UW?** Supplemental UW pay includes pay for teaching on overload during the academic year or for teaching summer session courses; pay for work on externally funded research grants and contracts; pay for working at university sponsored events in addition to one's regular duties; university awards and honorariums; and any other extra university pay.

**Who can receive university supplemental pay?** The usual recipients of supplemental pay at UW are employees on academic year appointments. These employees have base salaries that cover three-quarters (9 months) of the work year. Consequently, these employees can earn supplemental pay *up to a limit of no more than 1/3 of the academic year base salary*. **Summer salary** funded by research grants or to teach during summer session, or pay to offer Outreach School courses in addition to regularly assigned course duties, are the usual and acceptable sources of supplemental pay for academic year employees. An academic employee must never be paid extra to perform regularly assigned duties.

Full-time fiscal year employees may receive supplemental pay in exceptional circumstances only, as described below.

**How much supplemental pay can an academic year employee receive?** Supplemental pay from all sources in any one fiscal year is generally limited to *no more than 1/3 of the academic year base salary*—an amount that covers the remaining ¼ of the work year. Automatic exceptions to this limit may include nominal amounts for awards and honoraria, and pay for employment at university-sponsored events.

**Who approves and monitors supplemental pay?** Supplemental pay—which is reported for academic year employees on a supplemental salary form found at: [http://uwadmnweb.uwyo.edu/acadaffairs/Forms/Sup\\_Sal\\_Form.xls](http://uwadmnweb.uwyo.edu/acadaffairs/Forms/Sup_Sal_Form.xls) must be approved by the department head (or immediate supervisor) and the college dean (or other appropriate administrative officer). All supplemental salary forms generated by academic units must be channeled through and signed by the Office of Academic Affairs. Supplemental pay based on externally funded contracts and grants is monitored and approved by the Office of Research and Economic Development to comply with federal government and granting agency regulations. Finally, the Payroll Office does track and monitor all sources of supplemental pay to ensure that caps are not exceeded.

**Does this mean that fiscal year employees may never receive supplemental pay?** Full-time fiscal year employees of UW normally may not receive supplemental pay. The main reason is that employees in this category receive salaries for full-time work on a year-round basis. In practice, this restriction means that the university does not normally pay employees for more than 100 percent of the work year.

**Are there any exceptions for fiscal year employees?** Exceptions to the general rule proscribing supplemental pay for full-time, full-year employees are spelled out in UW Regulation 4-2. Normal exceptions include:

- Employment in extension classes, noncredit programs, and similar activities scheduled through adult education programs. (Please note that UW's Outreach School no longer offers non-credit courses, so this exception no longer applies.)
- Occasional employment at University sponsored events such as ticket selling at athletic events, or similar duties.
- Overtime payments when required by the contract of the employee or by applicable State or Federal law. Note again that faculty and university officials are not eligible for overtime pay.

Exceptions require approval by the employee's supervisor and the appropriate Vice President.

**How about exceptions for teaching or other professional activities?** On a very limited basis, UW Regulation 4-2 also allows full-time fiscal year employees to earn supplemental pay for teaching classes or performing other professional duties. There must be a written exception request from the employee's supervisor, approved by the employee's vice president, which justifies the request and verifies that all conditions of UW Regulation 4-2 are met. These conditions include the following from UW regulation 4-2:

- (a) "The employment will not interfere with the performance of the employee's regularly assigned duties". (In other words, all other job duties will be carried out as usual).

- (b) “The part-time duties to which the employee is assigned on a supplementary basis require instructional or professional expertise *that is not available through regularly appointed academic personnel or professional employees or through part-time appointment of non-University personnel*”. (Note that this is a pretty strict test!)
- (c) “The supplementary assignment does not exceed the equivalent of one regularly scheduled three-hour credit course in any calendar year”; and
- (d) “The supplementary assignment shall normally not be recurring and shall not be in addition to the maximum time allowed for consulting....”

*In other words, supplemental pay for teaching by UW employees who already hold full-time jobs is limited to unusual circumstances and should not be recurring. This does not mean such an employee is disallowed from teaching per se. Non-academic employees interested in regular teaching opportunities should speak with their supervisors about possibilities for building occasional teaching into their regularly assigned job duties, if feasible and workable in the determinations of both the supervisor and the interested academic department. Transfers of funds between academic and non-academic units in order to compensate the employee’s unit for release from non-academic duties are allowed. Such funds may also be used to support the employee’s teaching, e.g. for course or classroom materials.*

**How about exceptions for work on research grants and contracts?** On a very limited basis, UW Regulation 4-2 also allows full-time, fiscal year employees to earn supplemental pay for employment on grants, contracts and like. The conditions, which are highly constraining, are as follows:

- (a) “The work is in addition to the individual’s regularly assigned duties under limited conditions and for a limited period of time.
- (b) The essential services cannot be provided by persons employed or receiving salary support under the grant;
- (c) It is not possible to relieve the employee of part of usual duties;
- (d) The project is one for which another department has principal responsibility; and
- (e) The overload will not exceed twenty (20) days per academic year or twenty-four (24) days per fiscal year as determined by the employee’s period of appointment and shall not be in addition to the maximum time allowed for consulting”.