



Procedure 6.20: Supplemental, Administrative Extra Services Payment, and Overtime Payments
Volume 6

Managing Office: Office of Human Resources

Effective Date: December 7, 2015

I. PURPOSE

This procedure applies to all employees holding full or part-time positions. The purpose of this procedure is to provide uniform and consistent standards to awarding supplemental pay, administrative extra services pay, and over-time/compensatory time pay to employees.

II. SUPPLEMENTAL PAY

Definition: Additional compensation for either a temporary increase in regularly assigned duties or for additional duties, that are performed either during normal or outside of normal work hours or appointment period. Supplemental Pay may include a Stipend, Overload Pay, Summer Salary, Secondary Pay, or other certain types of compensation.

Procedure: Supplemental pay is processed through the Electronic Personnel Action Form (EPAF) process. A detailed comment must be included on the EPAF.

Definitions and approval processes for other supplemental pays:

1. **Stipend:** Additional compensation for the performance of administrative duties that are in addition to ordinarily assigned duties, and are performed during normal work hours and appointment period. Administrative duties include but not limited to interim, acting, temporary assignment change, special temporary assignment that may be related to a transfer.

Approval process: All staff stipends, excluding Alabama A&M University affiliated units (NACEE, Cooperative Extension, Foundation, etc.), must be approved by the President. Stipends are normally at least 15% of the employee's annual salary.

2. **Overload Pay:** Additional compensation for teaching duties beyond the teaching, research and service ordinarily expected of instructional faculty.

Approval process: All overload pays must be approved by the Provost and Vice President for Academic Affairs.

3. **Summer Pay:** Additional compensation paid to nine or twelve-month instructional faculty who teach or conduct research during one of the summer sessions. Payment is determined by the approved Academic Affairs' Summer Payment Guidelines.

Approval process: All summer pays must be approved by the Provost and Vice President for Academic Affairs.

4. **Secondary Teaching Pay:** Additional compensation paid to staff employees who teach or conduct research during a semester (fall, spring, and summer).

Approval process: If the staff employee is teaching a class or conducting research during working hours, the employee must obtain approval by his/her immediate supervisor of his/her primary job assignment before accepting the secondary position. All secondary teaching pays must be approved by the Provost and Vice President for Academic Affairs.

During work hours: **If work hours are missed from the employee's primary job assignment to teach, appropriate leave should be used to account for the missed work hours.**

III. ADMINISTRATIVE EXTRA SERVICES PAYMENT

Definition: Additional compensation for assigned duties performed outside of the employee's normal duties. These duties should be additional duties which are unrelated to employee's current primary roles and responsibilities. Normally, the work is performed after hours and/or during the weekend. The work can be within the employee's primary unit of employment or outside the employee's work unit. Extra services may be performed by a non-exempt or exempt employee.

Procedure: Extra services pay is processed through the Electronic Personnel Action Form (EPAF) process. A detailed comment must be included on the EPAF. Extra Services Pay is considered a secondary job assignment.

Approval process: The employee must obtain approval by his/her immediate supervisor of his/her primary job assignment before accepting the extra services job assignment. The designated Senior Personnel Officer must approve all extra services payments.

During work hours: **If work hours are missed from the employee's primary job assignment to perform the extra services job assignment, appropriate leave should be used to account for the missed work hours.**

IV. OVERTIME PAYMENT

Definition: Additional compensation for assigned duties performed over forty (40) hours for a non-exempt employee.

Rate of pay: Pursuant to the *University Staff Handbook* (September 16, 2011, Revised 2012), Section 5.1.3: Overtime Work Assignments -- If the position classification occupied is non-exempt under the provisions of the Fair Labor Standard Act (FLSA), an employee will be paid overtime pay at the rate of one and one-half times the regular hourly rate of pay for all hours worked over forty (40), unless otherwise required by law, within a seven (7) day workweek. In lieu of cash payment for overtime worked, the University, at the employee's option, may reward compensatory time at a time and one-half rate. The supervisor shall determine through consultation with the employee if he/she will receive overtime pay or compensatory time before the overtime begins. In any event, the University shall follow the requirements of the FLSA as amended from time-to-time.

Procedure: Complete the overtime payment and timesheet forms located on the Office of Human Resources website. The timesheet must be attached to all submitted overtime payment forms. Sick leave and annual leave will not be considered as hours worked in the computation of overtime or compensatory time. Holidays will not be considered in the computation of overtime or compensatory time unless the employee is required to work on the holiday.

Approval process: No supervisor is authorized to permit a non-exempt employee to earn overtime pay or compensatory time without the prior approval of the appropriate Vice President of the unit and Vice President for Business and Finance. The request for overtime or compensatory time must be made in writing, specifically stating the need for the non-exempt employee to work overtime and the number of hours involved. In a case of an emergency, a verbal request and approval may take place, but it should be followed by a written request and approval before the end of the next regular workday.

V. GUIDELINES FOR COMPENSATORY TIME-OFF

Pursuant to the *University Staff Handbook* (September 16, 2011, Revised 2012), 5.1.4 Compensatory Time Off--The following policy and guidelines are established for governing the use of compensatory time:

1. Exempt employees do not earn compensatory time off or extra compensation for hours worked in excess of forty (40) hours per week.
2. Accumulated compensatory time may not exceed two hundred and forty (240) hours of overtime. At two hundred and forty (240) hours, a non-exempt employee must be given his/her compensatory time or be paid for the time. A department may "cap" the number of hour's police officers and firefighters may carry in the FLSA compensatory time banks, in any amount up to 480 hours.
3. A copy of the letter of approval for compensatory time must be attached to the time service report for the period in which the compensatory time was taken. All earned compensatory time must be reported on the time service report for the period.