

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.5	Payroll Services	Revised:	August 2009
Policy 6.5.5	Supplemental Payments to Employees	Responsibility:	Executive Vice President for Business Affairs/Chief Financial Officer

SUPPLEMENTAL PAYMENTS TO EMPLOYEES

Policy

Generally, services ordinarily expected to be performed by employees in their normal jobs will not be eligible for payment under this procedure. Advance written approval must be obtained for any payment to an employee for supplemental services rendered to the institution. The supplemental payment request must clearly show that the payment was not in the course of an employee's normal work schedule or work responsibilities. All payments must be properly supported with documentation and approved by the appropriate Dean or Vice President.

Payment for Additional Services

The form, a [Request for Approval of Payment to Employee for Additional Services](#) must be completed. The person performing the services signs the form, and the Program Director forwards the form to the respective Dean or Vice President for approval. After all above signatures have been obtained, the form is sent to the Office of Human Resources for review and approval. After approval, the Office of Human Resources will forward the form to the Payroll Services Office for payment.

The form must be submitted no later than sixty (60) days after the supplemental services have been provided. Note that the form is only to be used for payments to exempt employees and faculty. Exempt non-faculty employees should be paid by the hour for the supplemental services they provide. Their payment should be based upon their regular hourly rate, although some exception may occur when the supplemental services being provided are dramatically different from their normal job responsibilities. Appropriate supporting documentation should be attached to the form which clearly indicates which days and times were outside of the normal work schedule. The reason(s)/justification for the additional payment should be noted in the appropriate area of the form. Non-exempt employees are to receive payments for supplemental services as overtime pay in accordance with the *Fair Labor Standards Act*, see the *Handbook of Operating Procedures (HOP)*, [Section 4.6.5](#), "Fair Labor Standards Act (FLSA): Work Hours and Overtime Provisions for Non-Exempt Employees".

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If an employee performs work for another department on an occasional basis, then the other department will transfer funds to the department in which the employee is appointed to cover the services of the employee.

**Supplemental
Payments to Faculty**

Supplemental payments may be paid to faculty when coverage of clinical services is required outside of a faculty's normal work schedule. Supplemental payments may be required due to staffing shortages or emergency situations due to an unanticipated event or increased patient volume. Each department will be required to have a supplemental pay plan approved by the appropriate Dean's Office. These pay plans will be forwarded to the Office of the Executive Vice President for Business Affairs/Chief Financial Officer.

Appropriate supporting documentation will be attached to the [Supplemental Payment to Faculty](#) form which clearly indicates which days and times were outside of the normal work schedule, and the reason(s) for the additional payment. As a guideline, supplemental payments should not exceed 30% of a faculty's baseline salary. Any exceptions would need to be presented to the Dean's Office for appropriate approval. All exceptions will be documented and forwarded to the Office of the Executive Vice President for Business Affairs/Chief Financial Officer.

The [Supplemental Payment to Faculty](#) form must be signed by the faculty, and the Division Chief and Chair, and then forwarded to the respective Dean for approval. After all the signatures have been obtained, the form is sent to the Office of the Executive Vice President for Business Affairs/Chief Financial Officer for review and approval. After approval, the Executive Vice President's Office will forward the form to the Payroll Services Office for payment.
