Supplemental Pay
BU-PP 304

Policy:
Exempt Staff:
An exempt staff employee, by nature of his or her position, is considered to be available for work assignments without additional compensation at times other than his or her regularly scheduled hours and appointments. The University does provide extra compensation to exempt staff when it is in the University's interest to utilize the services of exempt staff for extra and non-continuous assignments that meet the guideline for supplemental pay.

Non-exempt Staff:
The University may provide supplemental pay for non-exempt staff for extra non-continuous assignments that meet the guidelines for supplemental pay, but not as a substitute for overtime pay (time and one half) for hours worked in excess of 40 hours per week. Supplemental pay for non-exempt staff would be an additional amount of pay appropriate to the value of the assignment. A nonexempt staff member's participation in a project that involves additional hours of work for another University's department must have prior approval for the participation from the staff member's supervisor or department head.

Topics:
Who determines if supplemental pay for exempt staff is appropriate?
Guidelines for supplemental pay
Method and timing of pay
Grant Funded Positions

Related Topics:
BU-PP 034 – Staff Teaching Baylor Courses
BU-PP 305 – Overtime Pay

Contact:
Compensation & Benefits (x8566)
Human Resource Services (x2219)
Payroll Office (x2217)
Budget Office (x8612)

Who determines if supplemental pay for exempt staff is appropriate?
The determination of the unusual circumstances in which extra assignments and compensation are appropriate will be the responsibility of the requesting department to follow the "Guidelines for supplemental pay" in consultation with the Compensation & Benefits Office.

Guidelines for supplemental pay—
1. The duties to be performed should be clearly differentiated from the types of duties the individual normally performs in his/her job description.
2. Normally, the duties should not be performed on a continuing basis.
3. Normally, the work should not be performed during the regular work schedule of the individual, nor should it in any way impair the ability of the staff member to carry out his or her regular responsibilities.
4. If additional duties performed are teaching duties, no more than two 3-credit courses (or their equivalent) may be taught in an academic year. (See BU-PP 034 Staff Teaching Baylor Courses).
5. Typically, the work should not be performed for the supervisor/department head for whom the staff member regularly works. Exceptions to this include when extraordinary effort is required of the staff person for project work that is in addition to or outside of one's normal scope of responsibilities such as consulting, research, writing and or analysis or
for temporarily assuming significant additional job responsibilities due to the vacancy of another staff position. In these cases, the Compensation and Benefits Office should be consulted regarding the amount of additional compensation.

6. A staff member's participation in a project that involves extra compensation from another University's department should have prior approval for the participation and the amount of extra compensation from the staff member's supervisor or department head and divisional Vice President.

Method and timing of pay—

1. A Supplemental Pay Form is used to initiate and process compensation payments for supplementary pay assignments and requests. The form can be found at the Staff Employment Action Guide link on the Human Resource Services webpage.

2. The payment for supplemental pay is made on the next payday following Payroll's receipt of the paperwork.

Grant Funded Positions-
The policy for grant funded supplemental pay can be found at the Office of Sponsored Programs website. Select the following link to obtain the details about grant funded positions: http://www.baylor.edu/research/osp/index.php?id=38156