



Policy Title: Staff Supplemental Pay

Policy Number: BU-PP 304

Date Issued: January 15, 2007

Responsible Executive: Vice President & Chief
Human Resources Officer

Date Last Revised: September 23, 2020

Responsible Office: Human Resources

Staff Supplemental Pay BU-PP 304

Policy Statement

Baylor University (the “University”) provides additional compensation for work outside of a staff employee’s regular job duties when it is in the interest of the University to utilize the services of the employee for extra and non-continuous assignments.

Reason for the Policy

To maintain judicious stewardship and appropriately compensate employees, Baylor University defines eligibility requirements and specific guidelines to request, process, and disburse supplemental pay.

Individuals/Entities Affected by this Policy

Staff

Exclusions

Faculty
Student employees

Related Documents and Forms

University Policies and Documents

[Staff Teaching Baylor Courses](#)

[Overtime Pay](#)

[Conflict of Interest Policy](#)

1. Staff Supplemental Pay (BU-PP 304)

Other Documents

Fair Labor Standards Act (FLSA)
Texas Payday Act

Definitions

These definitions apply to terms as they are used in this policy.

Exempt Employee	Salaried employee, not eligible for overtime pay
Non-Exempt Employee	Hourly paid employee, eligible for overtime pay
Grant-funded	A position funded in whole or in part by grant funds

Contacts

Subject	Contact	Telephone	Office email/web site
Compensation, proposed work duties	Human Resources	254-710-2000	askHR@baylor.edu
Payment schedule	Payroll Office	254-710-2217	Payroll_Office@baylor.edu
Budget	Budget Office	254-710-2663	https://www.baylor.edu/budget/

Responsibilities

Human Resources (HR)	Determine unusual circumstances in which extra assignments and compensation are appropriate
Requesting Department	Obtain prior approval from the staff member's primary manager and department head for a staff member's participation in a project requiring additional work or supplemental pay; consult with HR; check availability of budget funds
Staff Member	Ensure proposed duties do not interfere with primary job responsibilities
Primary Manager	Ensure proposed duties do not interfere with the employee's primary job responsibilities

Principles

Supplemental pay is not guaranteed and is granted at the discretion of the University.

2. Staff Supplemental Pay (BU-PP 304)

Supplemental pay may be appropriate when proposed duties:

- Are clearly differentiated from the duties normally performed by the employee as defined in the primary job description;
- Are not performed on a continuing basis;
- Are performed outside of the individual's regular work schedule and do not impair the staff member's ability to carry out regular responsibilities;
- Include teaching (See Staff Teaching Baylor Courses Policy.); and
- Are performed under a supervisor other than the staff member's primary manager or department head. Exceptions include when extraordinary effort is required for project work that is in addition to or outside of the 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. Such exceptions should be discussed with HR.

Procedures

1. The requesting department must obtain prior written approval from the staff member's primary manager, department head, and divisional vice president before supplemental work is requested and can be performed.
2. Supplemental pay for grant-funded employees requires prior written approval by the Office of Sponsored Programs to assure compliance with grant standards.
3. After all approvals are obtained, the requesting department begins the supplemental pay process by submitting a formal request through the electronic request system.
4. The request must be reviewed and finally approved by the responsible parties listed above before the employee can begin work and receive supplemental compensation.
5. Supplemental pay is processed upon receipt of the approved electronically-submitted request, on the employee's next regular pay date after receipt.