

UADA Policy 440.2 **Extra Compensation**

Purpose:

The salary or other regular compensation of a full-time employee of the University of Arkansas System Division of Agriculture is intended as compensation for all regularly assigned activities performed for or in the name of the Division. However, an employee may be called upon from time to time to perform additional tasks over and above regularly assigned duties for which he or she may receive extra compensation.

Scope

This policy does not address the payment of additional compensation to non-exempt employees for the performance of additional duties assigned to them at non-job-related institution-sanctioned events, as permitted under Ark. Code Ann. § 6-63-306.

Definition

Extra compensation is payment for work performed outside the employee's normal realm of responsibility and that in no way conflicts with his/her regular duties.

Policy

In accordance with state law and System policy (UASP 440.2), the following requirements and restrictions apply to the payment of extra compensation to all full-time faculty and staff.

- I. Faculty and staff are eligible for extra compensation, with the exception of the Vice President for Agriculture. An employee's supervisor must certify that the employee is working full-time or 100%, during the activity period for which extra compensation is being recommended.
- II. The work for extra compensation shall not interfere with the regular duties of the individual, as certified by the unit head. Unless specifically authorized by the unit head, no employee is eligible for extra compensation unless these duties are performed outside the normal work schedule or annual leave is taken for preparing and conducting said activities. For example, but not by way of limitation, full-time employees may teach for extra compensation provided preparation for and time in class fall outside their regular work schedules.
- III. Approval for a request for extra compensation must be obtained from, and the Extra Compensation Form signed by, the employee's unit head and the appropriate Senior AVP, as indicated, prior to the start of the activity.
- IV. University funds will not be used for extra compensation for speeches, public appearances, etc., which are civic, public relations, or developmental activities.

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- V. University funds will not be used for extra compensation for scholarly activities such as research, research consultation and collaboration, or creative works considered part of normal faculty duties.
- VI. Neither state grant funds nor federal funds may be used to pay extra compensation unless specifically authorized by the granting agency. For more information, contact the Office of Sponsored Programs.
- VII. Extra compensation for an employee must be consistent with any applicable state and federal laws and regulations and with any applicable accreditation standards or criteria.
- VIII. Extra compensation must not result in a conflict of interest.
- IX. Requests for extra compensation shall be submitted using the UADA Extra Compensation Form.
- X. Extra compensation paid to benefits-eligible employees will have both employee and employer retirement contributions deducted.
- XI. An employee's total compensation, for a year or for a month, including extra compensation, shall not exceed the line-item maximum (LIM) salary for the position, subject to the exceptions set forth in Ark. Code Ann. § 6-63-303 (for overload teaching), § 6-63-309, § 6- 64-305 and subject to the provision below regarding private funds. Further, the maximum amount which may be paid to an employee as extra compensation is twenty (20) percent of his/her annual salary, unless authorized by the President. A change of title will not be approved in order to pay an individual above his/her existing line item maximum.
- XII. To the extent an employee exceeds 125% of annual LIM with extra compensation, then the compensation must be paid through private funds and the request for exemption must be approved by the Vice President for each campus, division or unit, the President of the University of Arkansas System, and the Board of Trustees.
- XIII. Unless authorized by the President, senior administrators, as defined by the Vice President for Agriculture, shall not be eligible for extra compensation for teaching a class or performing other duties for the University.
- XIV. Stipends for extra compensation must be authorized to be paid at the regular payroll period for the time period in which it is earned.

The [Extra Compensation Form](#) must be completed to request extra compensation.