

Additional Compensation (Add Comp) Process

Q: What is Add Comp?

A: Additional Compensation (Add Comp) is task-based, short-term salary paid in excess of a faculty or staff's base salary for effort that is performed in addition to or clearly outside of the scope that person's effort spent on normal job duties.

Faculty with 9-month appointments may earn up to 3 months of Summer Salary (33% of their institutional base salary) each calendar year. Exception: NSF support is limited to 2 months each calendar year. In addition, Add Comp can be taken for work over winter intersession, March break, after normal hours, on weekends, or during vacation days. Generally due to flexible work schedules and the inability to track time, requesting Add Comp for after hours and weekends are not approved.

Professional and Non-Unit Staff in exempt positions may receive Add Comp whose workload has significantly deviated from the job's normal expectations (12% of their institutional base salary). Examples of significant deviations include:

- long-term special projects
- assigned work in another department
- performance of a specific function that is significantly different from the position for which the employee was originally hired

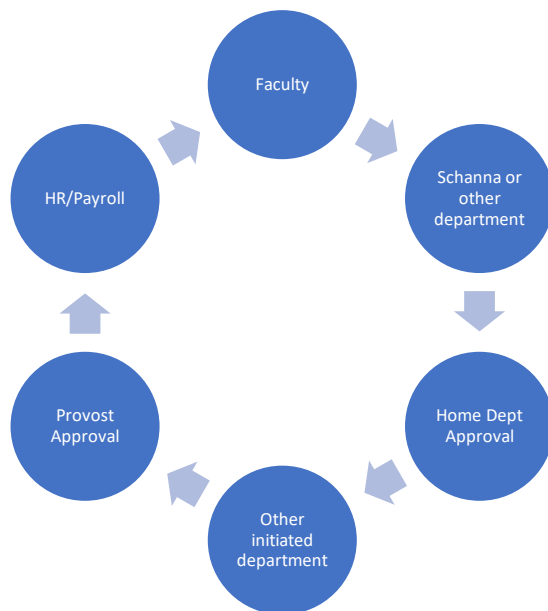
Please note: All annual Add Comp limits (33% for faculty, 12% for staff), are calculated on a Calendar Year, January 1 through December 31, not an academic year.

Q: How do I know if my work is within the scope of Add Comp?

A: All Add Comp is subject to two tests: 1) That the work performed is outside of the duties that you are already paid to do, and 2) That the work is performed outside of their normal period of work.

Add Comp Workflow

1. If done within SFE, PI initiates Add Comp request by sending email to Schanna James with compensation amount, work dates, funding source, and 2-3 sentences describing the actual work. Schanna prepares the Add Comp form and send to Alan Abend.
 2. Alan review forms, signs and returns to Schanna.
 3. If payment originates in another department, the appropriate department administrator must send Add Comp form to Alan Abend for signature. Alan notifies Schanna of request to track yearly Add Comp allowance (i.e. 33% for faculty, 12% for staff). Abend sends signed form(s) back to originating dept.
 4. Forms are sent to Provost office for review and signature by Anita Miller.
 5. Forms are sent to HR and onto Payroll.
- Please note: All of this must be done prior to the anticipated start date of the work for which Add Comp is expected. The grant being expensed needs to be active and have funds available.



SFE Add Comp workflow

Almost all Add Comp is funded by grants. Here is the ORSP policy and additional information in regards to Add Comp expensed from grants: **Sponsored Research Policy: [A Note Concerning Additional Compensation Paid from Sponsored Program Accounts](#)**

Some additional notes on Faculty Add Comp from the Provost Office:

Add Comp during summer is an easy ask for approval as this is officially non-responsible time, so work done during this period is usually approved for Add Comp.

During the academic year, faculty are paid to do three duties: teaching, research and service. Defined broadly, vaguely, and the % is different for each person...sometimes from semester to semester! Course load reductions (CLRs) are the normal payment for exceptional research or service duties—governed and tracked so they don’t get out of control. If faculty do extra teaching—beyond their assigned course load, e.g. 3 courses for TTs and 4 courses for NTTs, then they are given a blanket approval for add comp for “extra” teaching since it meets both tests. BUT, it is pretty hard to meet the first test if the work is research or service...because the University expects you to do that and the amount varies from time to time and person to person.

As to the second test, because the University doesn’t set a work schedule, doing something on a Saturday isn’t necessarily out of bounds if, for instance, the person shifts their work week to include the Saturday instead of a Monday or Thursday, or whatever day they aren’t on campus regularly. So it is hard to argue that you are working evenings because you have extreme flexibility to not work some morning to make up for it, so the number of hours per week is also intended to be as flexible as

possible. This is the reason that doing additional or exceptional amounts of research during the AY is normally compensated as a buyout of time from a grant, because you are spending some increased % of your time on the research....and the university is already paying you to do research so it comes from your base salary.

Ditto for service...if you guest lecture for the Philosophy Dept, it may be another dept and not your class, but they are asking you to do that because of some special expertise and you are doing so because it is service to the university, or community, or whatever. The only big exception is the WPE grading.

And finally, this is why when faculty move into a 12-month admin position and not a 9-month academic position, that the Add Comp % shrinks to 12%. That is because you are expected to work all 12 months and this amount reflects a reasonable (as in, an extra 5 hours per week) amount of time you might spend over and above your normal work week and doing duties outside of your admin job. But you still have to meet both tests...so if I'm doing more admin work on Saturdays....then that's not add-comp-able, as I'm just either taking on too much or not doing it efficiently enough or, more likely, just being a committed employee and pitching in as much as I can...but I'm not meeting both tests. Just working extra hours isn't approved—again, because we don't get overtime. So you have the freedom to knock off early on Friday to make up for your Tuesday and Weds night meetings if you want to.

A Note regarding Add Comp for teaching for Professional Staff:

Normally, all Add Comp for staff is limited to 12% of the normal salary for the calendar year. The one exception is that staff are allowed to teach a single course per year at the normal rate in the case that this rate exceeds the 12% maximum for Add Comp.

Does this help?

This is why there is a pre-approval process. If someone thinks they should get Add Comp during the AY, they should put the form forward and the reasons why they think it is beyond their scope of work and beyond their normal period of work. That is evaluated and, if so, can be approved. And if not, then the request is denied (or, perhaps funded from their base as a buyout), and the work either gets done and something else doesn't, or it gets done by someone else.