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Applies to: Staff

### Policy

Issued: 07/01/1985  
Revised: 07/01/2007  
Edited:  
Reviewed:

The salary of regular, full-time staff members is intended as full compensation for job activities performed for the University. However, staff may be requested to render service for other units of the University and/or to perform duties that are substantially outside the scope or reasonable potential scope of the individual's position. In such instances, the individual may be eligible to receive supplemental compensation if release time is not a feasible option. Performance of work outside the individual's home unit is subject to the approval of the home unit.

Nonexempt staff are not eligible for Supplemental Compensation as they receive overtime pay or compensatory time off for additional work performed.<sup>1</sup> Principal administrative officials are ineligible for supplemental compensation as well.

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## POLICY GUIDELINES

### I. Definitions

For the purposes of the policy and guidelines the following definitions apply:

**Employing unit** – also referred to as “unit,” this is the college for academic areas and the vice-presidential unit for academic support areas.

**Home employing unit** – the employing unit where the staff manager is usually employed or where the primary ongoing employment relationship exists.

**Department** – a subsection of an employing unit, usually defined by a department number or a few closely related department numbers.

**Annual Merit Compensation Process (AMCP) year** – The time period used in the annual process: for individuals paid monthly: October 1 through September 30.

### II. Supplemental Compensation

- A. Before any services begin, all supplemental compensation arrangements must have prior approval. The University has no obligation to pay supplemental compensation for services that are not pre-approved.
- B. Supplemental compensation is generally not provided for services within the individual's home department(s).
- C. Supplemental compensation should not conflict with or reduce effectiveness of the individual's performance of primary job responsibilities.
- D. Supplemental compensation is intended for short-term arrangements, not as an ongoing compensation strategy. For ongoing situations, departments should consider longer-term options, such as release time, using staff within the unit who may have the requisite skills, training available staff members to gain the

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<sup>1</sup> At times there may be questions about how to appropriately compensate nonexempt staff for additional work performed. In such cases, departments should consult with the Compensation Manager, Office of Human Resources, Organization and Human Resource Consulting.

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requisite skills, or incorporating the work in the individual's position description. If ongoing, supplemental compensation arrangements should be reviewed at least annually.

- E. Supplemental compensation payments should not exceed 20% of regular salary over the Annual Merit Compensation Process (AMCP) year.
- F. Supplemental compensation applies to situations other than a temporary promotion or arrangements outside an individual's established compensation plan. Some individuals may have a compensation plan that includes a base salary plus variable cash compensation for incentive achievements or specially compensated functions. The policy guidelines do not apply to these situations.

### III. Approvals

- A. All supplemental compensation arrangements and exceptions to policy guidelines must be approved by the dean or vice president's office of the home employing unit.
- B. Home employing units should consult with the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#), (but no formal approval is required) when exceeding 20% payment over the AMCP year and/or when providing supplemental compensation within a home department(s).
- C. The [Research Foundation](#) must approve all supplemental compensation to be paid from OSURF projects.

## PROCEDURE

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### I. Employee Responsibilities

- A. Obtain approval for supplemental work and compensation in advance.
- B. Ensure supplemental work does not interfere with regular job duties.
- C. Ensure supplemental compensation does not exceed annual limit.

### II. Unit Paying Supplemental Compensation Responsibilities

- A. Obtain approval for the individual to perform extra work and to be paid supplemental compensation.
- B. Initiate paperwork for supplemental compensation.

### III. Employing Unit Responsibilities

- A. Ensure supplemental work does not interfere with regular job duties.
- B. Approve supplemental work and compensation as appropriate.
- C. Ensure supplemental compensation does not exceed annual limit.

### IV. College/VP Unit Responsibilities

- A. Approve supplemental work and compensation as appropriate.

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**V. Office of Human Resources Responsibilities**

- A. Conduct an annual audit regarding compliance with this policy and follow up with departments as appropriate.

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**RESOURCES**

**For consultation:**

- Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#)  
614-292-2800, [ohrc@hr.osu.edu](mailto:ohrc@hr.osu.edu)
- [Research Foundation](#) 614-292-3815

**For forms:**

- [Internal Supplemental Compensation Approval Form](#) [controller.osu.edu/forms/forms.shtm#i\\_process](http://controller.osu.edu/forms/forms.shtm#i_process)

**For more information:**

- University Compensation Principles [oaa.osu.edu/handbook/iii\\_compprinciples](http://oaa.osu.edu/handbook/iii_compprinciples)
- Office of Human Resources Compensation Website [hr.osu.edu/comp](http://hr.osu.edu/comp)
- Frequently Asked Questions [hr.osu.edu/policy/resources/335faq.pdf](http://hr.osu.edu/policy/resources/335faq.pdf)