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Applies to: Staff

**Policy**

Issued: 07/01/1985

Revised: 12/16/2019 (minor revision)

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 additional 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 additional compensation as they receive overtime pay or compensatory time off for additional work performed.<sup>1</sup> Principal administrative officials are ineligible for additional 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: September 1 through August 31.

**II. Additional Compensation**

- A. Before any services begin, all additional compensation arrangements must have prior approval. The University has no obligation to pay additional compensation for services that are not pre-approved.
- B. Additional compensation is generally not provided for services within the individual's home department(s).
- C. Additional compensation should not conflict with or reduce effectiveness of the individual's performance of primary job responsibilities.
- D. Additional 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 requisite skills or incorporating the work in the individual's position description. If ongoing, additional compensation arrangements should be reviewed at least annually.

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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.



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- E. Additional compensation payments should not exceed 20% of regular salary over the Annual Merit Compensation Process (AMCP) year.
- F. Additional 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 additional 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, Compensation (but no formal approval is required) when exceeding 20% payment over the AMCP year and/or when providing additional compensation within a home department(s).
- C. The [Office of Sponsored Programs](#) must approve all additional compensation to be paid from OSURF projects.

## **PROCEDURE**

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### **I. Employee Responsibilities**

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

### **II. Unit Paying Additional Compensation Responsibilities**

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

### **III. Employing Unit Responsibilities**

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

### **IV. College/VP Unit Responsibilities**

- A. Approve additional work and compensation as appropriate.

### **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**

**Contacts**

Subject	Office	Telephone	E-mail/URL
Consultation and Information	Office of Human Resources, Compensation	614-292-1719	<a href="mailto:hrcompensation@osu.edu">hrcompensation@osu.edu</a> <a href="http://hr.osu.edu/services/compensation/">hr.osu.edu/services/compensation/</a>
Consultation and Information	Office of Sponsored Programs	614-292-3815	<a href="http://osp.osu.edu/">osp.osu.edu/</a>

Forms

Internal Additional Compensation Approval Form [hr.osu.edu/wp-content/uploads/form-supplemental-compensation-approval.pdf](http://hr.osu.edu/wp-content/uploads/form-supplemental-compensation-approval.pdf)

Reference Documents

Frequently Asked Questions [hr.osu.edu/policy/resources/335faq.pdf](http://hr.osu.edu/policy/resources/335faq.pdf)

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