

Supplemental Pay for Occasional Additional Services for Exempt Staff

HR-03-80

About This Policy

Effective Dates:

07-01-2012

Last Updated:

02-21-2021

Responsible University Administrator:

Vice President for Human Resources

Policy Contact:

[IU Human Resources](#)

askHR@iu.edu

Scope

This policy applies to Exempt staff.

Policy Statement

1. Supplemental Pay may be used to provide compensation for occasional services provided to the university by an employee outside of the normal work effort of their Exempt staff role. The responsibilities performed must be
 - Outside the scope of an employee's university job responsibilities,
 - Not related to a service that would otherwise be provided by the employee's department,
 - Usually for services conducted for a department other than the department where the employee's position is assigned.
2. Additional compensation for temporary assignments of higher-level, more complex responsibilities may be considered under the criteria provided within the Professional Staff [Temporary Pay policy](#).

Reason For Policy

This policy provides University managers and supervisors with guidelines and procedures for Supplemental Pay for Exempt staff.

Procedure

1. The employee's current position description should be reviewed by the department to confirm that the supplemental responsibilities are not part of the employee's normal work effort or a service that would otherwise be provided by the employee's department.
2. Departments should consult with their Campus HR Office prior to any agreement with an employee, as payments are subject to Campus HR approval prior to payment.
3. Employees performing additional responsibilities in exchange for Supplemental Pay should have prior approval from their direct supervisor. If the additional responsibilities are performed during the typical work day, arrangements need to be made for the employee to perform the assigned position responsibilities of their primary job.
4. Supplemental Pay is most often provided for services conducted for a department other than the department where the employee's position is assigned. Prior approval by the Campus HR Office is required for Supplemental Pay that is for additional responsibilities within the employee's department.

Examples of when Supplemental Pay is appropriate:

Example A: An employee's full-time appointed position is Writer. This position's responsibilities include producing written marketing copy and conceptualizing print and Web products. This employee edited a professor's textbook. The supplemental duties were outside the scope of employment, performed after business hours, and were not a service that the employee's unit would perform for the University; therefore the employee received Supplemental Pay.

Example B: An employee's full-time appointed position is Academic Advisor. This position's primary responsibility is providing academic advising to prospective and current students. The employee videotaped a play for Jacobs School of Music outside normal working hours. This responsibility was beyond the normal position responsibilities and scope of employment. The employee received a one-time payment in the form of Supplemental Pay for this event.

Examples of when Supplemental Pay is *not* appropriate:

Example A: An employee's full-time appointed position is Academic Advisor for a school. This position's primary responsibility is providing academic advising to prospective and current students. The employee assisted with the campus orientation program and performed academic advising duties to assist new students. This type of service was within the normal effort and expectations of the employee's full-time appointed position, therefore the employee did *not* receive a Supplemental Pay for this event.

Example B: An employee's full-time appointed position is Campus HR Director. This position's responsibilities include employee relations, benefits, recruiting and other human resources functions. This employee was invited to be a guest speaker on the topic of recruiting processes and strategies for a SPEA class. The speaking engagement fell within the area of expertise expected of the employee's full-time appointed position, so the employee did *not* receive Supplemental Pay.

5. The amount of the Supplemental Pay should be reasonable based on the responsibilities performed. Departments should consult with the Campus HR Office for guidance when determining the amount of the Supplemental Pay.

Processing a Supplemental Pay

1. The one-time payment should be made after the services are completed and submitted via a Create Additional Pay eDoc (earn code SUP) using one of the following additional pay reason codes:
 - Lecture (LCR) – one-time or limited number of lectures
 - Service (SVC) – one-time services typically performed for another department outside the normal work effort
2. The Additional Pay–Staff Services position number for the “paying” department must be used when paying an employee from another department.
3. The Create Additional Pay eDoc Begin Date and End Date should reflect the actual time period the additional service was performed.
4. The Create Additional Pay eDoc Effective Date and Earnings End Date should both be within the same month in order to create a one-time payment.
5. An explanation of the services provided should be included in the Create Additional Pay eDoc notes section.

Sanctions

Managers and supervisors who violate this policy are subject to disciplinary action, up to and including termination.

Additional Contacts

Campus HR offices

[Various](#)

History

February 2021

Updated the staff employee group terms due to Job Framework Redesign.

Related Information

[Temporary Pay](#)

[Research Administration Policy, Supplemental Pay on sponsored projects](#)