

Extra Service Pay Approval Form

Policies

Extra Service Pay must be approved by HR (via EPAF), as well as ORSP and the Provost Office as meeting the requirements for agency and ACU policy. ORSP and Provost approval via this form should be done at the proposal stage and clearly documented in the proposal budget, but certainly before the work begins. It is at the discretion of ACU to determine if the standards are met. Otherwise, pay must be allocated as part of the institutional base salary (IBS) during standard appointments and/or summer salary for 9 month appointments. Regardless, Extra Service Pay must be paid at a rate consistent with the employee's IBS or rate schedules established at the institution and applied consistently.

The Federal Uniform Guidance (2 CFR 200) allows for Extra Service Pay only under the following conditions (from 200.430(h)(4)).

“Extra Service Pay normally represents overload compensation, subject to institutional compensation policies for services above and beyond IBS. It is allowable if all of the following conditions are met:

- (i) The non-Federal entity [ACU] establishes consistent written policies which apply uniformly to all faculty members, not just those working on Federal awards.
- (ii) The non-Federal entity establishes a consistent written definition of work covered by IBS which is specific enough to determine conclusively when work beyond that level has occurred.
- (iii) The supplementation amount to be paid is commensurate with the IBS rate of pay and the amount of additional work performed.
- (iv) The salaries, as supplemented, fall within the salary structure and pay ranges established by and documented in writing or otherwise applicable to the non-Federal entity.”

ACU's policy on supplemental pay is outlined in Policy 111 of the Employee Handbook. In general, supplemental payments are intended to be for sporadic activities outside of one's home department (“Work that is occasional or intermittent and performed on a part-time basis. Assignments must be infrequent, irregular, or occurring in scattered instances [assignments may not be regular or recurring]. Additional nonexempt duties performed by exempt employees for more than 10% of their work time will not be considered sporadic.”). In all cases, the employee's immediate supervisor must give permission for the activities, and ORSP and the Provost Office must confirm that the activity meets the ACU and Federal policies summarized herein.

It should be noted that for non-exempt employees, supplemental activities for hours worked affect the base calculation for overtime. Grants should not be charged for overtime pay unless there is justification that no other person could do the work without overtime, the supervisor has approved the expense, and the charge is allocated to each pay fund proportionately. The activities should be discussed with the employee's primary supervisor and HR to determine how it will affect hours worked and any overtime incurred.

Exempt employees who are engaging in an activity on a regular basis should not request supplemental/Extra Service Pay. Please consult with ORSP and HR.

APPENDIX L

Extra Service Pay Approval Form

Please answer the questions below and attach the employee's ACU job description.

1. Please provide a brief statement of work for the employee on the sponsored project including an explanation of how this role is clearly outside of their ACU job description.
2. Please provide a description of the frequency of activity. This must meet ACU's definition of "sporadic."
3. Please describe how the supplemental pay was calculated, demonstrating that it is "commensurate with the IBS rate of pay and the amount of additional work performed" and in line with existing University pay structures.
4. If the employee is non-exempt, please explain whether the work performed will result in overtime worked and where the overtime funds will originate

APPENDIX L

Employee Supervisor

Approve Deny and reason:

Signature

Date

ORSP

Approve Deny and reason:

Signature

Date

Provost Office

Approve Deny and reason:

Signature

Date