Facility-Staff Handbook Section 3480
[and if approved – the moving of the material in FSH Sections 3120, 3420, and 3260]

Reasons for the changes:

This policy has been changed to reflect the Regents delegation to the president to approve compensation in addition to salary. In addition, in keeping with the title of the section, other policies that discuss additional compensation have been added to this revised section. The additional language comes from FSH 3120 – Faculty Obligations During Period of Appointment; FSH 3420 – Faculty Salaries; and FSH 3260 Professional Consulting and Additional Workload

FSH 3480
COMPENSATION FOR SERVICE IN ADDITION TO REGULAR DUTIES

PREAMBLE: This section outlines UI policy on extra compensation. It was an original part of the 1979 Handbook and was revised in June 1988 to clarify what needed regents' approval. For further information, contact the President's Office (208-885-6365) or Human Resource Services (208-885-3609). [ed. 7-97]

A. The president or designee may request a UI non-classified employee or faculty member to perform responsibilities or provide services beyond the scope of his or her primary appointment. Subject to the limitation stated in the following sentence, the president or designee can authorize payments in addition to regular salary and these must be reported to the regents in a semi-annual report. See RGPP IIC4b(4), RGPP IIF2, RGPP IIG2a. Any extra remuneration to an employee at or above the level of departmental administrator, and any payment that causes the total paid to a specific employee in one fiscal year to exceed $200 (and any further payment to that employee in the same fiscal year), must be approved in advance by the regents. Deans and other administrative officers are responsible for ensuring that required approvals have been granted for employees receiving additional compensation for service that is not part of the employee's position description to see that no one on regular appointment is engaged for additional service with pay without the required approval.

B. Section 3420 D contains information on faculty participation in short-term programs, continuing-education and correspondence study courses, the intersession, and summer session; the latter is expanded in 3420. Section 3260 B-2 covers consulting services performed for UI.

B. For faculty the following activities are considered additional duties subject to this policy:

1. teaching during the intersession between fall and spring semesters
2. participation in short-term programs, such as symposiums and conferences, sponsored by UI colleges or departments.
3. teaching continuing-education courses or for grading correspondence-study courses when such activities are not a part of their regularly assigned responsibilities. No combination of continuing-education or other teaching overloads is to impose a total requirement on the employee's time that is greater than about one additional day a week (exclusive of periods of vacation leave or legal holidays).
4. services to UI that are clearly beyond the employee's assigned duties and are not performed on days for which the employee is paid for regular duties. Such services are subject to the limitations on private consulting stated in FSH 3260. In addition, prior approval by the employee's departmental administrator must include a certification that: (a) the work to be performed is an overload, (b) work schedules cannot be rearranged to include the work in the employee's regular duties, (c) no other qualified UI personnel are available to do the work as a part of their regular duties.

On the following page are the sections that will be deleted if the language in 3480 is added.
FSH 3120  FACULTY OBLIGATIONS DURING PERIOD OF APPOINTMENT

C. SERVICES NOT COVERED BY BASIC APPOINTMENT.

C-1. Participation in courses offered during the intersession (between the fall and spring semesters) is considered to be in addition to the normally assigned full-time service requirement for academic-year appointees. Upon regents' approval, therefore, they may receive extra compensation for such services. [This subsection is repeated verbatim as 3420 D-1.] [ed. 7-00]

C-2. Participation in short-term programs, such as symposiums and conferences, sponsored by UI colleges or departments may be considered to be in addition to the services required of persons on full-time appointments. [This section is repeated verbatim as 3420 D-2. For compensation, see 3420 F.]

FSH 3420 FACULTY SALARIES

D.  FACULTY TEACHING NOT COVERED BY BASIC APPOINTMENT (EXCLUSIVE OF SUMMER SESSION).

D-1. Participation in courses offered during the intersession (between the fall and spring semesters) is considered to be in addition to the normally assigned full-time service requirement for academic-year appointees. Upon regents' approval, therefore, they may receive extra compensation for such services. [This subsection is repeated verbatim as 3120 C-1.]

D-2. Participation in short-term programs, such as symposiums and conferences, sponsored by UI colleges or departments may be considered to be in addition to the services required of persons on full-time appointments. Additional payment for such services may be authorized by the regents when the program has a source of income other than state appropriations and when the service is not a part of the person's regularly assigned responsibilities or when it requires a substantial amount of time and effort that would not otherwise be expected of the faculty member. [The first sentence of this subsection is repeated verbatim as 3120 C-2.]

D-3. Faculty members may also receive, subject to regents' approval, extra compensation for teaching continuing-education courses or for grading correspondence-study courses when such activities are not a part of their regularly assigned responsibilities.

FSH3260 PROFESSIONAL CONSULTING AND ADDITIONAL WORKLOAD

A-2. Consulting Performed for UI. Consulting services that are performed for UI as a part of the employee's regularly assigned duties are not a basis for additional compensation. However, under special circumstances, extra compensation may be authorized for services to UI that are clearly beyond the employee's assigned duties and are not performed on days for which the employee is paid for regular duties [see 3420 F-1]. Such services are subject to the limitations on private consulting stated in A-1. In addition, prior approval by the employee's departmental administrator must include a certification that: (a) the work to be performed is an overload, (b) work schedules cannot be rearranged to include the work in the employee's regular duties, (c) no other qualified UI personnel are available to do the work as a part of their regular duties.

A-3. Continuing-Education and Other Teaching Overloads at UI. A UI employee may teach UI continuing-education and/or extended-day courses as an overload with the written approval of his or her departmental administrator. In such cases a request for compensation in addition to certified salary will be submitted subsequently to the regents for their approval. No combination of continuing-education or other teaching overloads is to impose a total requirement on the employee's time that is greater than about one additional day a week (exclusive of periods of vacation leave or legal holidays).