AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:02:10   DATE: October 1, 1981

SUPERSEDES POLICY NO.: IV:01:08   DATED: November 15, 1979

SUBJECT: Extra Compensation for Twelve-Month Non-Faculty Employees

APPROVED: Robert O. Riggs, President _____

Tennessee State Board of Regents Extra Compensation Policy (Policy No. 5:02:04:00) is hereby incorporated into and made a part of this policy insofar as twelve-month non-faculty are concerned. Extra compensation for faculty with either nine or twelve-month appointments shall be subject to the provisions of Policy No. III:01:17.

Eligible University personnel include (1) full-time administrative personnel, (2) other full-time professional personnel, and (3) full-time clerical and supporting personnel.

Extra compensation may be paid when the following conditions exists:

1.   The work is done in addition to duties and responsibilities assumed as part of the assigned, normal full work load.

2.   Qualified temporary persons or qualified persons within the University are not readily available to perform the work as a part of their normal work load.

3.   The additional duties will not interfere with the performance of regularly assigned professional responsiblities and duties.

4.   The employment which would generate extra compensation does not take place during the employee's regular work day as defined by the University.

5.   The budget is adequate to pay extra compensation.

Advanced approval to pay extra compensation to eligible personnel must be obtained by written request. The request shall be made to the Business Manager by the immediate supervisor of the individual to be paid. Upon favorable recommendation, the request must be approved by the President. Exception: Overtime pay for clerical and supporting personnel shall require only the approval of the department head and the Business Manager and shall not be considered as extra compensation.

Limitation

Total annual earnings of a twelve-month non-faculty employee may not exceed 120% of the employee's annual base salary.