


**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

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| Policy Number: 5:028 | Supersedes Policy Number: 5:028 |
| Date: March 13, 1991 | Dated: August 1, 1986 |
| Subject: Extra Compensation for Twelve-Month Non-Faculty Employees | |
| Initiating Authority: Vice President for Finance and Administration | TBR Policy/Guideline Reference: 5:02:04:00 |
| Approved:  President | |

Tennessee 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. 5:017.

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 exist:

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 responsibilities 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. All employees must obtain approval from their current supervisor before accepting employment requiring extra compensation. After supervisory approval has been obtained, the written request will be initiated by the employing office and sent for final approval through the appropriate Senior Administrator to the Payroll/Personnel Office. Written requests should be submitted using the Temporary Help Pay Authorization Form or Supplemental Instruction Pay Form as appropriate. Funding must be budgeted in the appropriate account to support the request. Any department that wishes to employ a permanent clerical or support employee for extra compensation must first coordinate with the Payroll/Personnel Office to determine if overtime is applicable and the appropriate rate of pay.

Limitation

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