


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:028	Supersedes Policy Number: *
Date: September 11, 1995	Dated: *
Subject: Summer Session, Intersession, and Extra Compensation	
Initiating Authority: VP for Fin. and Admin. and VP for Acad. Af.	TBR Policy/Guideline Reference: 5:02:04:00/ 5:02:04:10
Approved:  President	

*This policy supersedes APSU Policy 5:028 dated March 13, 1991; 5:017 dated February 18, 1991; and 5:013 dated May 22, 1989.

Tennessee Board of Regents Compensation Policies (Policy No. 5:02:04:00 and 5:02:04:10) are hereby incorporated into and made a part of this policy in order to provide standard compensation policy for regular employees of the University.

1. Extra Compensation for Regular Non-Faculty Employees
 - a. Eligible University personnel include (1) full-time administrative personnel, (2) other full-time professional personnel, and (3) full-time clerical and supporting personnel.
 - b. 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.
- c. 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 Human Resources Office. Written requests should be submitted using the Temporary Help Pay Authorization Form or the Request for Extra Compensation 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 Human Resources Office to determine if overtime is applicable and the appropriate rate of pay.
- d. Total annual earnings of a twelve-month non-faculty employee may not exceed 120% of the employee's annual base salary during a fiscal year. Longevity pay is excluded from the extra compensation limitation.

2. Extra Compensation for Regular Faculty Employees

- a. All full time or permanent part-time faculty on either academic or fiscal year appointments shall be eligible for extra compensation. Extra compensation may be paid to eligible personnel participating in (1) credit and non-credit instruction, (2) applied research studies and preparation of special education materials in the non-credit and/or public service sectors, and (3) consultative services.
- b. Extra compensation may be paid when the following conditions exist:
 - (1) The work is in addition to duties and responsibilities assumed as a part of the assigned, normal full work load.
 - (2) Qualified adjunct faculty or qualified persons

within the University are not readily available to perform the work as 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 budget is adequate to pay extra compensation.
- c. Advanced approval to pay extra compensation to eligible personnel must be obtained by written request using the Request for Extra Compensation Form. This request shall be made to the appropriate dean and to the Vice President for Academic Affairs.
 - d. Salaries paid for teaching in intersession and summer session shall not be considered extra compensation.
 - e. No faculty member shall receive extra compensation for more than one credit course per term. Total annual earnings of nine-month and twelve-month faculty may not exceed 120% of their academic and fiscal year's salaries, respectively. Longevity pay is excluded from the extra compensation limitation.
3. Summer Session and Intersession Compensation for Regular Faculty Employees.
- a. The University shall compensate nine-month faculty for instruction during summer sessions or intersessions at the rate of 1/32 of the previous academic year's salary per semester hour of teaching load. Twelve-month faculty shall be compensated according to the procedures established for extra compensation under paragraph two of this policy.
 - b. Compensation shall be for regularly assigned teaching load during summer months and interim sessions. Total summer salary may not exceed 25 percent of the previous academic year's salary except as documented needs require that a faculty member teach nine semester hours, in which case remuneration shall be 9/32 of the faculty member's academic year salary.
 - c. Regular academic year faculty who serve under sponsored contracts for research and other professional services between academic years may receive compensation not to exceed the rate equivalent to one-ninth per month of the preceding academic year's salary. If the faculty member works on a part-time basis on a sponsored contract project, the pay shall be adjusted accordingly. Part-time faculty shall be compensated according to procedures

outlined in paragraph two of this policy.

- d. Academic offerings for summer terms shall determine the number and nature of faculty requested to offer summer instruction.
 - e. Colleges and/or departments shall provide means for assuring equity among faculty in summer course assignments, such equity being subordinate to the curricular needs of the University.
4. Extra Compensation Payment Schedule for Regular Employees.
- a. Instruction
 - (1) Payment for the fall on-campus term will be made with the faculty December payroll.
 - (2) Payment for the spring on-campus term will be made with the May monthly payroll at the end of the month.
 - (3) Payment for intersession terms and terms at the Fort Campbell Center, other than the summer term, will be made on the regular monthly payroll. If the term ends within five working days after the end of the month, payment will be made at the end of the preceding month; otherwise, payment will be at the end of the following month.
 - (4) Payment for summer terms will be made at the end of the term unless the term ends within five working days of the end of the preceding month or after the 20th of the current month. For the former, payment will be made at the end of the preceding month and for the latter will be made at the end of the current month.
 - b. Non-Instruction Duties

Payment of extra compensation for other than instruction will be paid on the employee's next regularly scheduled payroll following completion of the additional work.