

PERSONNEL

Personnel

Extra Compensation (6.16)

PURPOSE

The purpose of this policy is to describe the process for payment of extra compensation.

POLICY

It is the policy of Tennessee State University to provide extra compensation pay in accordance with TBR policy.

PROCEDURE

1. All requests for extra compensation must be approved in advance by the Dean or Director of the department requesting the services, the appropriate Vice President and the President.
 2. No extra compensation may be paid to any employee without prior approval from the President.
 3. No employee classified as administrative (account code 61100) with a title of Dean/Director or equivalent or a higher-level title is eligible for extra compensation.
 4. If services of an administrator (account code 61100) with a title of Dean/Director or equivalent or a higher-level title is essential to a particular program, funds may be transferred from the department requesting the service to the operating budget of the person providing the service with appropriate approvals as outlined in item #1 above; however, no payment may be made to the individual providing the service.
 5. No nonexempt employee is eligible for extra compensation under TBR policy number 5:02:04:00.
 6. The effective date of these procedures is July 1, 1993.
-

REFERENCE

TBR Policy 5:02:04:00