



Extra Service Pay (6.16)

PURPOSE

The purpose of this policy is to describe the process and set forth the general provisions, circumstances, and limitation under which extra service pay may be appropriate for regular exempt employees of Tennessee State University.

POLICY

Tennessee State University recognizes the need for faculty and staff to be involved in public service, research endeavors, professional services under sponsored programs, and continuing education activities. Such activities build upon the University's mission, contribute to the quality of instruction provided to students, advance goals of the State, and enhance the institution's standing in the nation. The University also recognizes that under certain condition these activities may be performed outside of, and in addition to, normal working assignments and responsibilities for which extra compensation may be warranted. It is the policy of Tennessee State University to provide extra compensation in accordance with Tennessee Board of Regents (TBR) Policy 5:01:05:00 (Outside Employment and Extra Compensation).

DEFINITIONS

Extra Service Pay (ESP) – Compensation for work performed outside of, and in addition to, normal working assignments and responsibilities. Such work is performed in addition to the regular exempt employee's full workload and is typically non-recurring and specific in nature.

Regular Exempt Employees – All personnel executive, administrative, professional, and academic, who are exempt from earning overtime compensation and are employed on a continuing basis by the institution as specified in TSU Employment Classification Policy 6.15.

Regular Non-Exempt Employee – All personnel other than academic, executive and administrative or professional classified as clerical or support staff who are eligible to earn overtime compensation and who are employed on a continuing basis by the institution as specified in TSU Employment Classification Policy 6.15. Individuals with this designation include all personnel who are covered by the provision of the Federal Wage and Hour Law.

Executive Level Personnel – Positions reporting to the President or one requiring TBR approval to hire. Position include, but are not limited to, Vice Presidents, Assistant Vice Presidents, Associate Vice Presidents, Deans, Department Chairs, and TBR Center of Excellence Directors.

ELIGIBILITY

All regular exempt employees as well as Executive Level Personnel are eligible to earn/receive Extra Service Pay (ESP). Requests for ESP for executive level personnel must be approved by the President or the President's designee. Regular non-exempt employees are ineligible for ESP, but may be compensated by overtime pay from research and sponsored program grants/contracts for work tendered beyond their normal job duties and regularly assigned work hours. Requests for regular non-exempt employee to earn overtime compensation from research and sponsored program grants/contracts will be reviewed for appropriateness on a case-by-case basis by the President or the President's designee.

COMPENSATION LIMITATIONS

Regular exempt executive level personnel, administrative staff, professional staff, and 12-month faculty may earn a maximum of 40% of their fiscal year salaries in ESP. The amount of ESP earned in any one month shall not exceed the employee's regular monthly salary. .

Regular 9-month faculty may earn a maximum of 40% of their academic salary in ESP. The amount of ESP earned in any one month shall not exceed a faculty member's regular monthly salary (i.e., one-ninth of his/her academic year salary). In addition to ESP, a faculty member may earn up to one-third of his/her academic year salary during the summer for research, per the Summer School policy.

Longevity pay, research, teaching, or service awards are excluded from the extra service pay compensation limit.

PROCEDURE

1. The faculty or staff member shall notify appropriate supervisor(s) of the description of services for which ESP may be warranted and the expected commitment of time.
2. Employees must complete and submit to the appropriate supervisor(s) an Extra Service Pay Form and Verification of Additional Work Form documenting the request for extra compensation.
3. The rate of pay for extra service will be arranged between the employee and the director or department head receiving the service.
4. All requests for extra service pay must be approved by the Dean or Director of the department requesting the services, and the Division Head. When the FOAP is assigned to a different Division, the Division Head signature is required on the ESP Form.
5. To be eligible to receive ESP, Authorization for ESP must be documented and approved by the Division Head before services are rendered or work is performed, except that the President may grant an exception to this requirement in special circumstances. The late submission of an ESP form due to the simple failure to process the form in a timely manner shall not constitute a special circumstance.

6. Extra service pay must comply with the rules and regulations related to salaries chargeable to federally sponsored programs.
 7. The President may authorize a modification of the procedures set forth herein in individual cases only as deemed necessary under special circumstances.
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REFERENCE

Related Policies:

TBR Policy 5:01:05:00

TBR Policy 5:02:04:10

TSU Human Resources Policy 6.15

Effective Dates:

Original effective date was July 1, 1993

Effective date of this revision is September 1, 2015

Updates 05-09-2018

Updates 01-01-2020

Updates 01-24-2021