

Procedure 6.20: Supplemental, Administrative Extra Services Payment, and Overtime Payments
Volume 6

Managing Office: Office of Human Resources

Effective Date: December 7, 2015

I. PURPOSE

This procedure applies to all employees holding full or part-time positions. The purpose of this procedure is to provide uniform and consistent standards to awarding supplemental pay, administrative extra services pay, and over-time/compensatory time pay to employees.

II. SUPPLEMENTAL PAY

Definition: Additional compensation for either a temporary increase in regularly assigned duties or for additional duties, that are performed either during normal or outside of normal work hours or appointment period. Supplemental Pay may include a Stipend, Overload Pay, Summer Salary, Secondary Pay, or other certain types of compensation.

Procedure: Supplemental pay is processed through the Electronic Personnel Action Form (EPAF) process. A detailed comment must be included on the EPAF.

Definitions and approval processes for other supplemental pays:

1. **Stipend:** Additional compensation for the performance of administrative duties that are in addition to ordinarily assigned duties, and are performed during normal work hours and appointment period. Administrative duties include but not limited to interim, acting, temporary assignment change, special temporary assignment that may be related to a transfer.

Approval process: All staff stipends, excluding Alabama A&M University affiliated units (NACEE, Cooperative Extension, Foundation, etc.), must be approved by the President. Stipends are normally at least 15% of the employee's annual salary.

2. **Overload Pay:** Additional compensation for the performance of regular duties that are performed during normal work hours and appointment period. Overload pay is normally at least 15% of the employee's annual salary.

3. **Summer Pay:** Additional compensation paid to nine or twelve-month instructional faculty who teach or conduct research during one of the summer sessions. Payment is determined by the approved Academic Affairs' Summer Payment Guidelines.

Approval process: All summer pays must be approved by the Provost and Vice President for Academic Affairs.

4. **Secondary Teaching Pay:** Additional compensation paid to staff employees who teach or conduct research during a semester (fall, spring, and summer).

Approval process:

Rate of pay: Pursuant to the *University Staff Handbook* (September 16, 2011, Revised 2012), Section 5.1.3: Overtime Work Assignments -- If the position classification occupied is non-exempt under the provisions of the Fair Labor Standard Act (FLSA), an employee will be paid overtime pay at the rate of one and one-half times the regular hourly rate of pay for all hours worked over forty (40), unless otherwise required by law, within a seven (7) day workweek. In lieu of cash payment for overtime worked, the University, at the employee's option, may reward compensatory time at a time and one-half rate. The supervisor shall determine through consultation with the employee if he/she will receive overtime pay or compensatory time before the overtime begins. In any event, the University shall follow the requirements of the FLSA as amended from time-to-time.

Procedure: Complete the overtime payment and timesheet forms located on the Office of Human Resources website. The timesheet must be attached to all submitted overtime payment forms. Sick leave and annual leave will not be considered as hours worked in the computation of overtime or compensatory time. Holidays will not be considered in the computation of overtime or compensatory time unless the employee is required to work on the holiday.

Approval process: No supervisor is authorized to permit a non-exempt employee to earn overtime pay or compensatory time without the prior approval of the appropriate Vice President of the unit and Vice President for Business and Finance. The request for overtime or compensatory time must be made in writing, specifically stating the need for the non-exempt employee to work overtime and the number of hours involved. In a case of an emergency, a verbal request and approval may take place, but it should be followed by a written request and approval before the end of the next regular workday.

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