

POLICY

Although every effort will be made to accomplish required administrative tasks within normal requirements of administrators' position responsibilities, it is recognized that an occasional need may arise to accomplish a task which is not of a recurring nature and not properly assignable to an existing authorized position responsibility. In those rare instances, administrators may be compensated for the performance of such tasks.

ADOPTED: February 28, 1966  
Revised: December 12, 1983

REVIEWED: April 30, 1991

PROCEDURE

1. Any administrator may propose extra compensation for an administrator working within his/her area of responsibility by completing an OP-17 form and submitting a proposal through proper channels containing the following minimum justification/information:
  - A. A description of the extra work/innovative project including:
    1. Rational/need
    2. Specific objectives
    3. Anticipated outcomes
    4. Reasons why the extra work/innovative project is not assignable to a position within the department/division in question.
  - B. A detailed analysis of the total number of clock hours involved in the completion of the project, including the anticipated starting and ending dates. Include the specific hours of the day/evening/weekend when such work is to be performed.
  - C. A detailed analysis of the total dollar recommended compensation to be paid, including the recommended intervals of payment.
- II. The proposed project must be one which does not involve an activity of a recurring nature and more properly assignable to an existing authorized position.
- III. All time devoted to work on subject project(s) must be clearly outside of the normally assigned work period.
- IV. Extra work/innovative projects may not be commenced prior to final approval nor compensated for until the appropriate Vice President has certified to the Human Resources Department that payment is in order.
- V. Appropriate approval channel for the extra work/innovative projects shall follow normal approval channels for OP-17 form.

ADOPTED: September 25, 1984

Revised: April 30, 1996

Revised; November 21, 2000