

Extra Compensation Policy

This policy implements Universitywide Administrative Memorandum 440.2 with the following interpretations and applications:

1. Employees not eligible for extra compensation are classified employees eligible for overtime and non-classified employees with the title of Dean, Vice Chancellor, or Chancellor.
2. No employee working less than 100% during the activity period may earn extra compensation.
3. No employee is eligible for extra compensation, unless these duties are performed outside the normal work schedule, annual leave is taken for preparing and conducting said activities, or certification is obtained from the appropriate dean or unit head that the work for extra compensation shall not interfere with regular duties.
4. Approval for extra compensation must be obtained from, and the Extra Compensation Form signed by, the appropriate Dean or Unit (e.g., Facilities Management) Head and the Chancellor's designee, as indicated. Approval should be obtained prior to the start of the activity.
5. An employee is limited to teaching one credit course per semester for extra compensation, and the maximum compensation shall not exceed the rate for teaching in summer school.
6. An employee is limited to one non-credit activity at a time for extra compensation, and the amount is negotiable.
7. Neither state grant funds nor federal funds may be used to pay extra compensation unless approved by the granting agency.
8. The extra compensation process shall be administered by University of Arkansas Human Resources, unless an exemption has been approved by the Chancellor.
9. Requests for extra compensation shall be submitted on the University of Arkansas Extra Compensation Form (Revised April 5, 2010).
10. Effective 1/1/2010, the University System has determined that any Extra Compensation paid to benefits eligible employees will have both employee and employer retirement contributions deducted.

Revised April 5, 2010
Revised August 25, 2005
August 1, 1996