

INSTRUCTIONS FOR EXTRA-CONTRACTUAL/SUPPLEMENTARY COMPENSATION REQUEST FORM

Compensation paid to an employee is considered “extra-contractual” if it is:

- 1) paid for services rendered during the base salary period;
- 2) is payment in excess of the employee’s stipulated salary;
- 3) is paid in connection with approved “additional responsibilities/assignments;” and
- 4) is paid from funds administered by the University.

1. ‘B’ Contract Employees

EXAMPLE:

Academic Year/2001-2002: 8/20/01-5/21/02; Extra-Contractual form required
Summer / 2001-2002: 7/1/01-8/19/01 and 5/22/02-6/30/02; EC form **not** required
during these two periods

Academic Year/2002-2003: 8/19/02-5/20/03; Extra Contractual form required
Summer / 2002-2003: 7/1/02-8/18/02 and 5/21/03-6/30/03; EC form **not** required
during these two periods

During the Academic Year, ‘B’ Contract employees may earn up to 25% of their stipulated salary in Extra-Contractual Compensation. An Extra-Contractual Compensation Form must be prepared and submitted with the Letter of Appointment documents for such extra compensation.

During the Summer, ‘B’ Contract employees may earn three-ninths (3/9) of their stipulated salary. This compensation is to be paid for services performed during the period outside the base salary period on sponsored projects, summer school teaching, or other University sponsored activities. An Extra-Contractual Compensation Form is **not** required for Summer Salary up to 3/9 of the stipulated salary.

During the Summer, an Extra-Contractual Compensation Form is required for compensation in excess of 3/9 of the stipulated salary. During the 3 month summer period, extra compensation is subject to the same procedures and limitations as during the base salary period. Extra compensation is limited to 25% of the 3/9 the employee may earn as Summer Salary. An Extra-Contractual Compensation Form must be prepared for extra compensation over the 3/9 summer salary, up to the 25% limit. **Compensation cannot be paid outside the base salary period for work performed during the base salary period.**

EXAMPLE:	‘B’ Base Salary:	\$90,000	3/9 of B Base:	\$30,000
	25% of Base	\$22,500	25% of 3/9	\$ 7,500

During the Academic Year (Base Salary Period), the employee may earn up to \$22,500 in extra compensation, for which an Extra-Contractual Compensation Form must be submitted. During the Summer (period outside the Base Salary Period), the employee may earn up to \$30,000 as Summer Salary, for which **NO** Extra-Contractual Compensation Form is required. The employee may also earn an additional \$7,500 (25% of 3/9) during the summer, for which an Extra-Contractual Compensation form **IS** required.

2. ‘A’ Contract Employees: For ‘A’ Contract personnel, extra-contractual compensation paid from University administered funds **shall not exceed 25 percent** of the employee’s 12 month stipulated salary. Extra-Contractual Compensation Forms are required for all extra compensation.

Note: “Stipulated” salary is the base salary plus stipend, if applicable. The Extra Contractual Compensation amount allowed up to 25% is based on “Stipulated” salary.