

Title/Subject: **SUPPLEMENTAL ASSIGNMENTS**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: July 13 , 2006

Contact for More Information: Faculty Personnel Services or Human Resources

Board Policy Administrative Policy Procedure Guideline

PURPOSE:

This policy is designed to ensure a consistent approach to circumstances whereby staff or temporary faculty employees may be appointed or assigned additional duties outside her/his primary job, while at the same time providing for such opportunities when the needs of the University and the interests of the employee warrant supplemental assignments.

POLICY:

It is the policy of the university to permit supplemental assignments under certain circumstances. Under all circumstances, the requirements and performance standards of the primary job must be fulfilled. Supplemental assignment pay is used to compensate employees for work in addition to her/his primary job. No person shall be assigned or appointed to duties for which he/she is not qualified. Guidelines shall be established to implement this policy, which will be reviewed from time to time to ensure the needs of the University are met.

This policy does not apply to Senior Officers and Regular Faculty. According to the Senior Officer Handbook, Senior Officers do not receive additional compensation for supplemental university assignments and Regular Faculty are governed by the supplemental compensation article in the collective bargaining Agreement between CMU and CMU Faculty Association.

Supplemental pay for P&A-5 and P&A-6 employees is generally not permitted but may be approved in rare situations. Supplemental pay for P&A-5 employees requires the approval of the appropriate vice president and supplemental pay for P&A-6 employees requires the approval of the vice president and president prior to the work being performed.

Supplemental assignment pay for hourly employees must take into consideration the employee's eligibility for overtime pay or compensatory time. Overtime is based on all hours worked for the university, not just hours worked in a specific department.

Benefit eligibility is determined only through one's primary job assignment. Undertaking a supplemental assignment will not impact benefit eligibility, with the possible exception of temporary faculty who assume additional teaching assignments.

DEFINITIONS

- a. Supplemental Assignment: any additional assignment that is not already included in an employee's primary job.

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- b. **Overload**: supplemental assignment above and beyond a full-time appointment equal to, or the equivalent of, the teaching of (1) one (3) three-credit academic course; or, the equivalent of ten (10) hours a week on an ongoing basis. *For purposes of this policy, Learning Packages, Tutorials, Capstone Courses, or ICFs (Independent Courses in the Field) taught through ProfEd are not considered an "overload."*
- c. **Semester**: each fall and spring terms of the regular academic year AND each of the two summer sessions (i.e. four semesters per fiscal year).

GUIDELINE:

Temporary Faculty

1. Full-time temporary faculty may receive the equivalent of one overload assignment at any given time, upon the recommendation of the department chair and the approval of the dean.
2. Appointment to any additional teaching assignment **greater than (1) one** overload during a semester requires prior approval of the chairperson and the dean.
3. Temporary faculty may be appointed simultaneously to more than one academic department or college/unit, but an overload assignment requires the prior approval of both chairpersons and deans.
4. Part-time temporary faculty taking on additional teaching assignments (which increases their FTE) may have their benefit eligibility status changed, as appropriate.
5. Any assignment not directly associated with classroom instruction requires approval by the immediate chairperson and dean.
6. Off-campus teaching appointments are processed through ProfEd. Compensation will be in accord with the procedures of ProfEd and require the approval of their immediate supervisor prior to the start of the assignment. No ProfEd procedure may conflict with the terms of this policy.

Staff

Teaching Assignments

1. Some employees have instructional responsibilities as part of their primary assignment. In these cases, no additional compensation is involved.
2. Staff employees may be appointed to a temporary faculty position to undertake academic assignments outside of their primary duties, including on-campus teaching. This arrangement may be approved for additional compensation if the situation described in (1) does not apply.
3. Full-time employees are eligible to assume teaching responsibilities on one overload basis with the approval of the immediate supervisor of the primary job.
4. When the supplemental assignment is outside of the normal work schedule of the employee, the immediate supervisor will not prevent the employee from accepting the appointment, as long as supplemental activities do not exceed the equivalent of one overload and the work requirements and performance standards of the primary job are being met.
5. Exceptions may be made in writing only with the approval of Human Resources and the immediate supervisor and the dean of the hiring department, providing the overload does not exceed the equivalent of two (2) three (3)-credit hour courses at any one time. Such appointments will normally be at a time other than during the regular work schedule of the employee.
6. Part-time employees may assume additional teaching assignments up to the equivalent of full-time (40 hours/week) plus (1) one overload. Staff who take on additional teaching assignments will not have their benefit eligibility status changed.
7. For on-campus teaching appointments, compensation will be based on a credit hour rate of pay in accord with temporary faculty pay guidelines.
8. Off-campus teaching appointments are processed through ProfEd. Compensation will be in accord with the procedures of ProfEd and require the approval of his/her immediate supervisor prior to the start of the assignment. No ProfEd procedure may conflict with the terms of this policy.

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Non-Teaching Assignments

1. Human Resources must be contacted for assistance/approval prior to the work being performed when the supplemental assignment is for an hourly employee, in order to ensure that the university is in compliance with overtime regulations.
2. Full-time staff employees may be assigned to non-teaching duties outside of their normal assignment not to exceed the equivalent of 10 hours per week.
3. Part-time employees may assume additional assignments up to the equivalent of full-time (40 hours/week) plus an additional 10 hours per week.
4. Approval may be withheld if the supplemental assignment will interfere, or in any manner, conflict with the regular work assignment of the employee.
5. When the supplemental assignment is outside of the normal work schedule of the employee, the immediate supervisor will not prevent the employee from accepting the appointment, as long as supplemental activities do not exceed the equivalent of one overload and the work requirements and performance standards of the primary job are being met.

PROCEDURE

1. Employee verbally informs her/his supervisor of the supplemental assignment prior to the work being performed.
2. For supplemental **teaching assignments**, the hiring department must complete the on-line faculty personnel transaction form (www.fps.cmich.edu).
3. For **non-teaching supplemental assignments**, the hiring department must complete the on-line Supplemental Assignment Pay form (<http://www.cmich.edu/x14081.xml>)
4. with the necessary information in order to review and process payment.
5. Human Resources processes Supplemental Pay for staff and Faculty Personnel Services processes Supplemental Pay for temporary faculty.

*Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy.
This document supersedes all previous policies, procedures and directives relative to this subject.*