

University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Human Resources
AREA: Compensation

Number: MAP 02.B.13

SUBJECT: Additional Compensation - Exempt Staff MAP 02.B.13

I. PURPOSE AND SCOPE

This document sets forth the parameters within which additional compensation may be provided to exempt staff. This document is prepared in compliance with University policy governing multiple appointments and applicable federal and state regulations. This document applies to all benefits-eligible exempt staff, regardless of the source of funds from which paid. Provisions for non-exempt staff are covered under MAP 02.B.07- Fair Labor Standards Act.

II. POLICY STATEMENT

It is the policy of the University of Houston - Clear Lake that exempt staff are salaried employees and, as such, do not normally receive additional compensation for any of their work activities. Further, exempt staff are not subject to the overtime provisions of the [Fair Labor Standards Act](#) and are expected to work whatever hours are necessary to satisfactorily accomplish their job functions. However, under special and extenuating circumstances, an exempt employee may receive additional compensation for work that falls outside the scope of activities or functions performed as part of his or her regular job assignment or for taking on additional duties within the scope of activities and functions performed as part of his or her regular job assignment that requires them to work beyond their normal work hours. Such special and extenuating circumstances must be reviewed and approved by the compensation unit in Human Resources prior to the work being performed.

III. DEFINITIONS

- A. Additional Compensation: Pay from UHCL for work performed:
- Outside the scope of activities or functions performed as part of the employee's regular job assignment OR as additional duties within the scope of activities or functions performed as part of the employee's regular job assignment.
- AND
- Outside the employee's normal work hours.
- B. Contract staff: Exempt staff whose terms of employment are defined by contract.
- C. Consulting and paid professional service: Activities undertaken for remuneration from a third party where the activity is within the scope of activities, functions, or expertise for which the individual is compensated by the University of Houston – Clear Lake.
- D. Exempt staff: Staff employees in positions that are not subject to the overtime provisions of the Fair Labor Standards Act. Exempt staff includes professionals, administrators, and executives who are paid on a monthly basis.

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- E. Fiscal Year: The period beginning September 1 and ending August 31 of the following year.
- F. Multiple Employment: Work performed for another university of the System within the scope of activities, functions, or expertise for which the university compensates the individual is considered consulting or outside employment. Policy provisions regarding multiple employments are set forth in [MAPP 02.01.07 – Consulting and Paid Professional Service - Exempt Staff](#).
- F. Normal duties: Work performed within the scope of activities and functions of the employee's regular job assignment.
- G. Normal work hours: The hours the employee normally works during a given workweek. Full-time staff employees are required to work a minimum of 40 hours per week unless on approved leave status. Employees are required to work whatever hours are necessary to satisfactorily accomplish their job. Normally, work hours for full-time staff are 8 a.m. to 5 p.m. Monday through Friday with one hour off for lunch.

IV. POLICY PROVISIONS

- A. Exempt staff may receive additional compensation if they are working:
 - Outside the scope of activities or functions performed as part of the employee's regular job assignment OR additional duties within the scope of activities or functions performed as part of the employee's regular job assignment.AND
 - Outside the employee's normal work hours.
- B. Exempt staff are not allowed to work an additional job for UHCL when the additional job is an FLSA non-exempt job. Exempt supervisors who provide coverage for their non-exempt and exempt staff who may be absent or otherwise unable to work a shift or part of a shift to complete work normally required by the department, are not eligible for additional compensation.
- C. Cumulative payments during a fiscal year for additional compensation may not exceed \$10,000 or 20 percent; whichever is lesser. The employee, the College/Division Administrator of the employee's primary department and Human Resources are responsible for monitoring the total amount of additional compensation received during the fiscal year and for ensuring that it does not exceed the maximum limit.
- D. Requests for additional compensation must identify the employee who will be performing the work, include a description of services to be performed, and specify when the work is to be performed. Requests must also indicate a time frame for the work by listing an approximate beginning and ending date not to exceed current fiscal year.
- E. Requests for additional compensation must be approved **prior** to work being performed. Requests require approval of the Dean/Director for the employee's primary department, the appropriate College/Division Administrator, the appropriate Vice President for the employee's primary department, and Human Resources.
- F. The employee must certify that payment, cumulative with all other additional compensation payments, will not exceed the maximum amount allowed per fiscal year; and the employee must certify that services for additional compensation will be performed on the employee's own time.
- G. Additional compensation may **not** be paid from sponsored research funds without written approval from the sponsor.

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- H. Additional work performed must be for a period that is anticipated to exceed thirty (30) days.
 - I. H1-B employees should not be considered for additional compensation without prior consultation with Human Resources to determine if an amendment to their H1-B petition is required.
 - J. Policy provisions regarding additional compensation for faculty are promulgated by the Office of the Senior Vice President for Academic Affairs and Provost.
 - K. Staff with employment contracts listing additional compensation supersedes provisions of this document.
 - L. Exceptions to this document will be handled on a case-by-case basis by the Associate Vice President for Human Resources.
 - M. All additional compensation payments must be made through the university's payroll system and are subject to withholding and other payroll deductions.
- V. GENERAL PROCEDURES
- A. The department requesting the additional compensation must submit a [Request for Additional Compensation Form](#) prior to the employee performing the additional assignment. The form must identify the employee, who will be performing the work, include a description of services to be performed, and specify when the work is to be performed. The approval of the Dean/Director of the requesting department is required.
 - B. The employee must sign the [Request for Additional Compensation Form](#) certifying the additional compensation, cumulative with all other additional compensation payments, will not exceed \$10,000 or 20 percent; whichever is lesser. The employee must also sign an [Addendum to Request for Additional Compensation Form](#), certifying the additional work will be performed on the employee's own time. The addendum must be approved by the employee's immediate supervisor, Dean/Director and College/Division Administrator.
 - C. The appropriate Vice President for the employee's primary department, or designee must approve the request.
 - D. The request form and addendum should be submitted to Human Resources for approval **prior** to work being performed. Human Resources will review the request for compliance with the provisions of this document and approve accordingly. Exceptions to this MAPP will be reviewed and approved by the Associate Vice President for Human Resources. The original request and addendum (or scanned copy) will be returned to the originating department pending submittal of an electronic personnel action request (ePAR) for the additional compensation.
 - E. An electronic personnel action request (ePAR) is to be submitted to Human Resources with the request and addendum attached. Additional compensation assignments do not have an associated full-time equivalency or FTE, and are to be coded with 1 standard hour on the electronic personnel action request.
 - F. Human Resources will process the ePAR and file the ePAR, request and addendum in the employee's personnel file.
- VI. REVIEW AND RESPONSIBILITY

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Responsible Party: Vice President for Admin and Finance Review:
Every five years on or before July 1

VII. APPROVAL

/Mark Denney/

Vice President for Administration and Finance

/Richard Walker/

President

Date of President's Approval: December 6, 2023

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	08/01/2023	Initial version
2	11/29/2023	To align with SAM 01.D.07, removed component when referring to UHS universities.