

I. POLICY

Full-time appointments require a full commitment of working time and effort. Full-time, exempt employees are expected to complete their primary assignment regardless of the time required. This is to be done without additional compensation, except in rare circumstances. However, full-time, exempt, non-faculty employees may render additional service for the college, within the reasonable discretion of the supervisor, provided that these services will not interfere or conflict with their primary assignment.

Federal or restricted funds generally cannot be used for payment of an additional assignment. An employee whose primary assignment is paid from federal or restricted funds with a base salary of 1.0 full-time equivalent (FTE), may not work an additional assignment regardless of funding source except when authorization is written into the contract or grant prior to its issue, or written permission is obtained after the grant or contract is issued from the appropriate agency grants and contracts officer.

II. REFERENCES

Fair Labor Standards, 29 U.S.C. §§ 203-213.

III. DEFINITIONS

See [Human Resources Definitions](#).

IV. PROCEDURE

A. Additional Assignment Authorization

1. The supervisor of the employing department must authorize all additional work within their administrative unit before the beginning of the assignment.
2. The supervisor must prepare and sign a written supervisory approval, in addition to obtaining approval up to and including the appropriate vice president.
3. Any employee who is paid from federal or restricted funds must have prior written approval for the additional assignment from the office of Sponsored Projects which verifies the expenditure of funds is appropriate.

4. Should additional assignments begin to interfere with an employee's full-time appointment, the supervisor involved and the employee will create a plan to manage assignments.

B. Adjunct Instructors

1. Adjunct teaching by exempt employees does not follow the additional assignment authorization process.
2. Approval for adjunct teaching must adhere to the requirements in the adjunct teaching agreement and is obtained through the appropriate associate dean or academic supervisor.

C. Compensation

1. The appropriate supervisor of the employing department work with Human Resources to determine the appropriate additional compensation.
2. If the additional assignment is paid from a contract or grant, the office of Special Projects will be involved in determining the compensation.
3. Additional compensation may be used to pay exempt staff employees for unanticipated temporary efforts or assignments that significantly deviate from a job's normal expectations.

D. Reporting

The Payroll office will distribute periodic reports on additional assignment compensation for the executive cabinet's review. The Payroll office will prepare an annual report for the college president.