

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

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Subject: **Guidelines for “Extra Service” Compensation**

Questions arise from time to time regarding “extra service” for both professional staff and teaching faculty. Instructional faculty, whose time obligations are much more fluid and whose professional obligations includes a mix of assignments (e.g., teaching, research, committee work, and other service), in particular, have many questions relating to compensation for “extra service.”

The following local campus guidelines are intended to implement and extend SUNY policies on extra service. (The underlined parts of paragraph 1-5 are taken from the 12/23/86 guidelines from SUNY Provost Burke; in paragraph 10 from Research Foundation Communique 2/1/85.)

1. SUNY Policy defines “extra service” for academic and professional staff as either:
 - a. work performed by academic and professional staff in a payroll agency other than the payroll agency to which the employee is regularly assigned. (A campus is a “payroll agency,” an individual academic unit is not.)
 - b. Special assignments performed by academic and professional staff at their own campus that are substantially different from or in addition to an individual’s professional responsibilities. (Such assignments may involve but are not limited to teaching, research and public service.)
2. These special assignments must not interfere with the individual’s regular professional responsibilities. It must be clearly demonstrated that such research or other service exceeds that which is normally performed under the regular obligation. The approval of extra service must include consideration of the employee’s current workload and job performance. Specific guidelines include the following expectations:
 - All extra service requests must be approved in advance.
 - Extra service for instruction of a course is typically limited to one 3-credit course in a semester or term.
 - A written justification from the employee’s supervisor is required for extra service consideration if the request is to instruct a second course for extra service during a semester or term.

- A written justification from the employee’s supervisor is required for extra service consideration if the employee proposed for any extra service does not have permanent or continuing appointment.
 - A written justification from the employee’s supervisor is required for extra service consideration if the proposed extra service will occur during the employee’s normal business hours. The justification must describe how regular professional obligations will be met.
3. Extra service compensation is not to be used in lieu of overtime for a professional employee deemed eligible under the Fair Labor Standards Act.
 4. Management/Confidential staff holding continuing academic appointments may occasionally wish to teach after normal working hours as an extension of their professional responsibilities. Such teaching will normally not be considered “extra service” for the purpose of additional compensation. Extra service for m/c employees requires approval of the Chancellor or his designee.
 5. Compensation for extra service may not exceed an amount equal to 20 percent of base salary in any academic or calendar year beginning July 1 or September 1, as appropriate. (this does not include summer employment that is performed outside of the normal nine-month academic year obligation and that is covered in provision #6, below.)
 6. For nine-month academic staff, services with compensation not to exceed 33 percent of base salary may be performed during the summer. Summer session teaching compensation and professional obligations are spelled out in the normal summer session contract. Other summer assignments and compensation supported either by college, Research foundation, or college foundation funds may be negotiated and must have the approval of a dean, where appropriate, and the vice President for academic affairs.
 7. At Buffalo State College, a course may be considered beyond the usual professional responsibility and thus “extra service,” for the teaching faculty when it is:
 1. a credit-free course, taught in addition to the regular departmental assignment of credit courses; or
 2. clearly beyond the professional obligation (“...teaching, research, University service and other duties and responsibilities required...” *Policies of the Board of Trustees*, XI.H.2.) that would otherwise have been assigned to the individual faculty member in his/her department and faculty.
 8. Activities that are part of the normal professional obligation and for which an academic employee may be elevated under the provisions of Article XII, Section 4 of the *Trustees Policies* (e.g., “scholarly ability – as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications, and reputation among colleagues”) and that are undertaken during the nine-month academic year obligation should not normally be

construed as “extra service.” External financial sponsorship of such activities might be used to pay for released time or for the direct or indirect costs of the activity, but should not normally lead to extra compensation during the period of the nine-month academic year obligation.

9. Activities that are not part of the normal academic year professional obligation and that would not normally be part of an individual’s evaluation dossier (including but not limited to conducting special training program, performing special analytical or evaluative tasks, or preparing manuals or other textual material not intended for classroom use or for the scholarly or commercial publication) may lead to an adjustment in the professional obligation or to extra service compensation consistent with SUNY policy.
10. Payment to academic and professional employees of both SUNY and the Research Foundation for services performed as a consultant is permitted provided that:
 - a. such services are performed across department or unit lines,
 - b. the work is performed in addition to the employee’s normal obligation, and
 - c. such engagement is specifically approved in writing when required by the sponsor.
11. Specific, part-time administrative duties assigned to, and voluntarily assumed by, instructional faculty during the course of the academic year should be compensated first, by an adjustment in the professional obligation, and, second, by extra service compensation normally not to exceed the prevailing stipend for department chairs.

Source of Information: *College Bulletin*, February 23, 1987

UPDATE: See: <http://hr.buffalostate.edu/>

Extra Service (Faculty, Professional & Management Confidential)

Extra service is defined as work by a State employee at a SUNY unit other than that to which he or she is regularly assigned or service over and above full-time services rendered to Buffalo State College. If the service is provided to a State agency other than SUNY, the service is termed dual employment.

Extra Service Eligibility

Extra service may be granted:

- to persons in instructional titles.

- to professional and management confidential employees for activities performed outside of normal professional obligation.
- **Note:** With the 2016-2022 UUP Agreement, Department Chairs who receive a stipend are NOW eligible for extra service during the term of their academic obligation as a department chair. (UUP Article 25 Compensation of Department Chairpersons §25.1(a). Payment of such stipend as well as any extra service earned during the same time period shall not exceed 20% of basic annual salary.

Extra Service Compensation

Compensation for performing extra service may not exceed 20% of basic annual salary.

Extra Service at Buffalo State College

1. Chair/supervisor reviews request to perform Extra Service and ensures no conflict of interest is present and that the extra service payment is within approved guidelines. The chair/supervisor then completes a Current Employee Change Form noting the specifics of the extra service work (e.g., teaching 1 course) and routes for approval.
 2. File the fully approved Current Employee Change Form when received.
 3. The employee performing extra service will need to complete the Extra Service Payroll Voucher and submit it to the Payroll Office before payment can be processed.
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Extra Service at SUNY other than Buffalo State

Faculty and Professionals performing extra service at a SUNY campus other than Buffalo State College.

1. Employee performing extra service completes Part 1 of the UP-8 and submits to chair/supervisor for approval.
2. Chair/supervisor reviews the UP-8 and prepares a Current Employee Change Form and routes both forms for approval. The review must ensure that no conflict of interest is present and that the extra service payment is within the approved guidelines.
3. The fully approved UP-8 is sent to the employing agency. A copy of the fully approved Current Employee Change Form is sent to the chair/supervisor for filing.
4. To receive payment, the employee must complete an Extra Service Payroll Voucher (secured from the extra service employing agency) and submit it to that agency for payment (not to Buffalo State).

Note: All forms must be fully approved prior to the rendering of any extra service.

Dual Employment

Dual Employment is defined as faculty and professionals performing extra service at a state agency other than SUNY.

1. Employee performing extra service submits a Dual Employment Form indicating the nature and term of the assignment (e.g., work for the Psychiatric Center) and forwards to chair/supervisor for approval.
2. The chair or supervisor ensures no conflict of interest is present and that the extra service payment is within approved guidelines. The chair/supervisor completes a Current Employee Change Form and routes along with the Dual Employment Form for approval.
3. File the fully approved Current Employee Change Form when received.
4. The employee will need to complete an Extra Service Payroll Voucher and return it to the Payroll Office of the employing agency to receive compensation (not to Buffalo State College).

(For further information on consultant payments see Research Foundation Campus Classification and Compensation Guidelines No. 5.90.)