**Amendments to HR 3.13, HR 3.13.1, HR 3.13.2 Additional Compensation Procedure**

**Effective 1/1/2021**

#### HR 3.13 Additional Compensation Procedure

Full-time exempt non-teaching professional and support staff members may receive additional compensation for conducting workshops, seminars, courses or other activities which are of benefit to the University, but which are not part of their regular job description. Consultation with the Director of Human Resources and the appropriate Vice President are required.

**HR 3.13.1 Exempt Non-Faculty Employees**

Exempt administrative or staff employees may teach as adjunct instructors with the written permission of their supervisor. Preparation for classes taught as an adjunct instructor must be completed outside of normal working hours or responsibilities. Examples of non-teaching additional responsibilities include grant-writing or administration, developing or conducting workshops or seminars, delivering professional services, performing, creating, leading and directing research. Hours taught are not to exceed 4 credit hours. If courses taught are held before or after the employee’s normal working hours, the employee will receive adjunct instructor pay as determined by Academic Affairs.

With the written permission of the supervisor, an exempt employee may teach courses which are held during the employee’s normal working hours. In such cases either:

1. The employee shall receive adjunct instructor pay as determined by Academic Affairs and be placed on a flexible schedule to make up for the time lost to teaching; or
2. The services as an adjunct instructor shall be considered to be a temporary part of the employee’s other duties as assigned and no additional compensation as an adjunct instructor will be received.

**HR 3.13.2 Non-exempt Employees**

Non-exempt employees are not eligible to participate in the additional compensation procedures.