Policy Statement on Extra State Compensation

Extra State Compensation (including work activities previously designated as overload) is defined as state compensation for any duties in excess of the 1.00 FTE assignment for the position. Extra state compensation must be compensated from Other Personal Services (OPS) funds.

To qualify for Extra State Compensation, the faculty member must have a well-defined 1.00 FTE assignment and the work for which Extra State Compensation is to be paid must be clearly differentiated from the basic 1.00 FTE assignment. Approval for Extra State Compensation must be received from the employee’s supervisor, prior to contracting services, including instructional and non-instructional activities. The Academic Dean/Unit Head is responsible for ensuring that requests for Extra State Compensation are justified.

Activities for which Extra State Compensation may be paid include, but are not limited to:

♦ Teaching of credit courses at locations other than the principal place of employment,
♦ Teaching of non-credit continuing education courses,
♦ Research activity funded by external agencies where the agency does not prohibit such use of grant/contract funds and for which release time has not already been granted,
♦ Curriculum development activity where it is clear that such could not be construed as part of one’s regular load,
♦ Conducting in-service faculty development activities,
♦ Program evaluation activities, which are clearly outside the scope of one’s 1.00 FTE assignment.

The basic extra state compensation rate for a 3sh course is 5% of the nine-month base salary for faculty. For University Workforce employees, the rate for a 3sh course is 5% of base salary adjusted to a nine-month basis, or the salary, which would be paid to an adjunct. With the approval of the Provost, the extra state compensation base rate may be increased for special programs designed to increase enrollment.

Extra State Compensation rates for non-credit activities should be consistent with the time commitments required by the activity. These rates are determined by the funding department with the approval of the Dean. Extra State Compensation rates should be consistent with the nature of the work to be done, the length of time involved, and not exceed one’s hourly rate for the 1.00 FTE assignment. An exception to the hourly rate limit is permitted for conferences, workshops or artist performances.

These assignments must be reasonable in that they should not interfere with nor lessen one’s ability to perform the basic 1.00 FTE assignment at acceptable levels. The total extra state compensation for an individual should not exceed 25 percent of a full-time twelve-month annual salary excluding any administrative supplement.

Care should be exercised with extra state compensation assignments so as not to jeopardize compliance with faculty load expectations associated with accreditation requirements.

Opportunity for extra state compensation must be available on an equitable basis to department faculty qualified to engage in the activity for which the extra state compensation is to be paid.

References:
Collective Bargaining Agreement: Article 9.4(c)
DOE Rules: 6C-5.915(9)
UWF Policy: HR14.00 (4)

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