

**State University of New York at New Paltz
Office of Human Resources and Affirmative Action
Extra Service Policy**

Extra Service Policy

Extra service is the performance of service beyond that normally required by the professional obligation as defined by the individual's performance program. Extra service is defined by SUNY in two ways: Work performed by academic and professional staff in a payroll agency other than the payroll agency to which the employee is regularly assigned; work performed by academic and professional staff at their own campus that is different from or in addition to an individual's professional obligations.

For professional staff members, assignments that are part of the individual's performance program that take place outside the regularly scheduled Work day are not necessarily extra service, and do not necessarily warrant extra service pay.

Academic/professional staff are exempt employees and are not eligible for overtime pay.

Extra service assignments must not interfere with the performance of the employee's professional obligation. It must be clearly demonstrated in writing that such assignments exceed that which is normally performed under the regular obligation.

Compensation for extra service assignments may not exceed 20% of the employee's regular annual salary.

Department chairs receiving stipends for administrative duties are not eligible to, receive extra service compensation during the term of their professional obligation.

Work on extra service assignments must not commence prior to obtaining authorization. The approval process is described below in the Procedures section.

Procedures

The department or division that is making the extra service appointment originates the appointment forms. The following forms and attachments are required:

Appointment Request Form (ARF)

Completed by the hiring manager, this form includes a brief description of the project, the dates of the assignment, the compensation proposed for the job and the account to which the compensation will be charged.

Brief Job Description

Attached to the ARF should be a description of the project, and a brief justification of the assignment as extra service. It should include the basis for calculation of the proposed compensation, and the projected amount of time required to complete the task. If the extra service assignment is scheduled to take place during the employee's regularly scheduled work day, there must be mention of how that schedule will be amended to accommodate the normal job duties.

Extra Service Authorization Form (UP-8 or UP-6)

The hiring manager initiates the UP-8 form and has the employee sign. The employee's regular supervisor must sign the UP-8 (or UFI-6) also. The employee is responsible for obtaining this signature.

These forms should be forwarded together, to the Vice President of the division in which the project will take place. The Vice President will review, and if acceptable, authorize the forms by signing the ARF and the Extra Service Authorization. These forms must then be forwarded to the Vice President of the division in which the employee is employed full-time (if that is another VP.)

These forms are sent to Human Resources for review and processing, after all required signatures have been obtained. HR will review the forms for compliance with this policy, and compliance with compensation guidelines. Forms that do not pass this review will be returned to the hiring manager.

Guidelines

Compensation

The hiring manager is responsible for determining proper compensation for the extra service assignment. Compensation should reflect the level of expertise required to accomplish the task, the cost of purchasing such a service externally, the amount of time required to complete the task, and sometimes, the regular annual salary of the individual to be compensated. There are some standard compensations, such as \$2000/per three-credit course for faculty teaching an extra course.

Extra Service Vouchers

All those doing extra service assignments are required to complete extra service vouchers, similar to timesheets, that are submitted to the Division of Audit and Control in Albany to generate extra service payments. Although the vouchers don't function as hourly pay sheets, there should be correspondence between the number of hours/days reported on the vouchers and the projected amount of time for the project.

The hiring manager should countersign the vouchers and forward them to the Payroll office. The voucher must note the account to which the payment is to be charged.