

# 31.01.99.C0.01 Approval of Supplemental Pay and Dual Employment



Approved: April 30, 2012  
Revised: October 9, 2017  
Next Scheduled Review: October 9, 2022

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## Procedure Statement

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Texas A&M University-Corpus Christi allows for dual employment and supplemental pay for its employees under specific circumstances.

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## Reason for Procedure

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This procedure provides guidance on various situations of dual employment and supplemental compensation at Texas A&M University-Corpus Christi in accordance with the Texas A&M System policies and regulations and university rules and procedures.

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## Procedures and Responsibilities

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### 1. GENERAL

1.1. Faculty and staff who are budgeted at a specific rate of pay may occasionally enter into an additional employment situation in which they provide services outside the scope of their primary appointment. There are two distinct situations that may arise in which an employee is entitled to additional compensation:

- (a) Single activities that result in one or more payments being made to the employee, and
- (b) Ongoing activities that result in dual employment and multiple payments to the employee.

In either situation, the work performed in the additional employment need not be related to educational and experience requirements of the primary appointment and may be in a different capacity than the employee's primary appointment. An employee who has any portion of their salary paid from grants/contracts will be required to apply for approval to receive additional compensation through the Research, Commercialization and Outreach office one month before the work is

performed. Employees paid all or in part from grants and contracts will rarely be allowed to receive compensation over and above institutional base salary. Graduate Assistants will rarely be allowed to work over 50% effort during fall and spring semesters.

1.2. Services which qualify for supplemental pay include:

1.2.1. Continuing education activities; and

1.2.2. Other dual employment arrangements such as providing editing or translating services, proctoring tests, web designing, teaching recreational fitness classes, taking tickets at athletic events, umpiring, etc. This is not an inclusive list.

1.3. Any employee whether exempt or non-exempt under the provisions of the Fair Labor Standards Act, may accept additional employment with another department, unit, or component of the Texas A&M University System provided the employee obtains the advance approval of the head of both the current department or unit and the employing department or unit. This approval is necessary to assure proper coordination of payment for employment when more than one department is involved.

1.4. Non-exempt employees must be compensated in accordance with System Regulations *33.99.05, Part-Time Employment, 33.99.06, Administration of Multiple Employment, and 31.01.09, Overtime.*

2. APPROVAL PROCESS

2.1. Academic Supplemental Pay

All requests for supplemental pay for faculty over 100% effort must be processed as an overload through an Academic Supplemental Pay Form. All requests for supplemental pay for staff who are also hired to teach must be processed on the Academic Supplemental Pay Form. The form can be found in the Appendix at the end of this procedure.

2.1.1. The completion and routing of the Academic Supplemental Pay Form is to be initiated by the paying department. Once the department has received all departmental approvals, the form should be routed as indicated on the Academic Supplemental Pay Form.

2.1.2. Allow 10 business days for routing of the form through Budget and Payroll after receiving the Provost's approval.

2.1.3. Payment will be made according to the published bi-weekly payroll schedule after the form has been completely approved and received by the

Payroll office.

2.2. Non-Academic Supplemental Pay

All requests for supplemental pay for staff and students for any non-academic assignments must be processed through the Staff Supplemental Pay Form, which can be found in the Appendix at the end of this procedure. Do not use this form to pay non-exempt employees for overtime work.

2.2.1. Once the department has received all departmental approvals, the form should be routed as indicated on the Staff Supplemental Pay Form.

2.2.2. Allow 10 business days for routing of the form through Budget and Payroll after receiving Human Resources approval.

2.2.3. Payment will be made according to the published bi-weekly payroll schedule after the form has been completely approved and received by the Payroll office.

2.3. Approval by the person responsible for funding this payment certifies that funds are available, that the work will be completed as stated, and that the payment is in compliance with applicable rules and procedures.

2.4. Paying departments are responsible for verifying completion of all work duties assigned or documenting the change in writing and providing it to Payroll.

2.5. Except for a payment of an overload due to a large class, the employee to be paid will need to sign the appropriate supplemental pay form.

2.5.1. This certifies that the work will be provided outside the normal duties assigned and outside of the normal workday.

2.5.2. The academic department chair and the dean in the faculty member's primary employing department or the department head of a staff employee must approve the request (except for large class overloads).

2.6. This process alerts the primary employing unit that the faculty/staff member will be performing activities outside the scope of the faculty/staff member's normal duties and normal work time. If a faculty/staff member has a heavy workload in the primary employing department, consideration should be given to whether additional activity would negatively impact the primary employing unit.

2.7. If payment for the services is from an external funding source as defined in System Regulation 15.01.01, *Sponsored Programs – Research and Other*, the pre-approval of the Vice President for Research, Commercialization and Outreach, must be obtained before the document is sent to the Provost (for Academic Supplemental

Pay Forms) or Human Resources (for Staff Supplemental Pay Forms), Budget and Payroll.

2.8. The Provost must approve the request prior to work beginning or the 12th class day for overloads.

2.9. It is imperative that requests be on the record before the work is conducted.

### 3. PROCESSING

The Provost will forward approved Academic Supplemental Pay Forms to the Budget Office. Human Resources will forward approved Staff Supplemental Pay forms to the Budget Office. The Budget Office will review/encumber the funds and forward to Payroll for processing. Payment will be made according to the published bi-weekly payroll schedule after the form has been completely approved and processed. Please allow 10 business days for routing through Budget and Payroll.

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## Related Statutes, Policies or Requirements

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System Policy [31.01, Compensation](#)

System Regulation [15.01.01, Sponsored Programs – Research and Other](#)

System Regulation [31.01.09, Overtime](#)

System Regulation [33.99.05, Part-Time Employment](#)

System Regulation [33.99.06, Administration of Multiple Employment](#)

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## Appendix

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[Academic Supplemental Pay Form](#)

[Staff Supplemental Pay Form](#)

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## Contact Office

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Contact for clarification and interpretation: Associate Vice President For Finance And  
Comptroller  
(361) 825-2775