

Missouri Western State University
**Compensation for Additional Employment
 Employment Policies**
 Approved: 06/30/2009

The University views an appropriate amount of consulting and involvement in non-Western community activities as desirable. The participation of faculty and staff in such activities can often be categorized as consulting. Consulting activities may involve off campus work with area organizations, or the consulting might involve work on campus with faculty and/or staff from other departments. While this work is encouraged, the prospective consultant must receive permission if the work is to be compensated. Permission may be obtained by completing a Request for Additional or Outside Employment form (see “Other Employment Situations” sections of the policy guide). Consulting activities are also subject to any conditions of the sponsoring agency.

In accordance with guidelines from the Office of Management and Budget (Circular A-21), the rate of compensation charged to federal grants, contracts, and subcontracts cannot exceed the current rate of pay for the employee. All compensation, whether the funding agent is public or private, is therefore paid at the institutional hourly rate. See the table below for the appropriate calculation.

Exempt Employee Positions	10-month contract	12-month contract
Full-Time	Annual Salary Amount/1733 hrs	Annual Salary Amount/1950 hrs
Half-Time	Annual Salary Amount/ 867 hrs	Annual Salary Amount/1040 hrs
Non-Exempt Employee Positions	Overtime Rate	Overtime Rate

Any salary or wages provided to an exempt employee over and above their contracted salary amount is considered extra compensation. Salary or wages provided to non-exempt employees for additional employment is considered overtime pay, not extra compensation (see “Overtime” section of the policy guide). While extra compensation is not permitted for performance of the regular duties and responsibilities assigned by the University, it is permissible when the work is done in addition to the individual’s regular duties. The following conditions apply to eligibility for extra compensation:

- Extra compensation must be allowable by the funding agency (e.g., use of federal funds for extra compensation is strictly prohibited) and written approval must be obtained.
- The Dean/Director, Human Resources, and the Vice President must approve extra compensation via the Request for Additional Employment form before work activities begin (see “Other Employment Situations” section of the policy guide).
- A final report, or progress report if the work will continue into the next academic year, must be submitted to the Office of Academic Affairs for the annual close out of outside employment activities by June 30th of each year.

When extra compensation is warranted and approved, the dedication of time to the project will not be considered warranting any reduction in the regular duties and responsibilities assigned by Western. Individuals who are approved for, or are otherwise utilizing, reassigned time are not eligible for extra compensation. Faculty and staff receiving extra compensation are expected to perform their regular duties and responsibilities. In cases where there is a conflict between the two, the regular duties and responsibilities assigned by the University will have priority.

The 20% extra compensation rule for higher education should be used for planning and approval process (i.e., 20% of the annual base salary not including Outside Employment). Compensation for additional employment, such as work on externally funded projects or teaching overload, is considered extra compensation and is therefore subject to this limitation. Extra compensation during the summer semester for those on a 10-month contract is limited by the following: $20\% \times \frac{2}{9} \times$ annual contract amount. This total amount includes summer teaching salary and additional employment. EXAMPLE: A non-faculty, exempt staff person employed full-time in the Office of Student Services, might have the opportunity to do externally funded consulting work in the Education Department. If the annual salary of the individual was \$32,000, then they could be compensated up to \$6,400 additionally for the consulting work. Any exceptions to this compensation limitation must be approved by the employee's Dean or Director and respective Vice President, and are only allowable for emergency coverage of classes due to unexpected leaves of regular faculty.