PURPOSE

To set the requirements and conditions for providing additional compensation, defining and distinguishing types of added compensation, and establishing total compensation limits for academic and full-time, unclassified employees.

AUTHORITY


GENERAL POLICY

I. Additional Compensation: Definitions & Types

A. Additional Compensation is compensation above the employee’s base salary paid by UNO from any source. Types of additional compensation may include such payments as stipends, one-time pay, or supplemental pay. This policy does not apply to any income earned outside of UNO employment, which must be reported in compliance with AP-AA-19.2, Disclosure of Outside Employment.

1. Stipends are a sub-category of additional compensation and are used for positions held by an employee in addition to his or her primary job. This category includes those jobs that are on-going, not “interim” appointments. Such appointments include chair, endowment, and director appointments. All stipends must have designated start and end dates.

2. One-time pay is a sub-category of additional compensation. One-time pay is intended for use in processing those types of payments that are non-recurring.
3. **Supplemental pay** is a sub-category of additional compensation and is intended for use when faculty or full-time, unclassified staff are asked to perform duties that are substantially outside the scope of the individual’s regular position or workload as defined by the employee’s job description. Supplemental pay is intended for short-term, temporary arrangements typically with a duration of 6 months or less. Supplemental pay should not be used to pay a bonus or incentive for performance of the duties and responsibilities of an employee’s current position. Supplemental pay cannot be earned in conjunction with extended leave (i.e. leave without pay, FMLA, sabbatical, etc.)

### B. Supplemental Pay: Criteria

1. Academic and full-time, unclassified staff are eligible to receive supplemental pay for those assignments clearly beyond the scope of the specific duties of the employee’s regular position as defined by the position description or current academic workload policy. This may include teaching course overload assignments or performing course development activities.

2. Increased responsibilities must be performed without impact on availability to perform regular responsibilities and expectations. An employee’s direct supervisor may revoke approval of supplemental pay if there is a negative impact on performance of regular duties.

3. All requests for the consideration of supplemental pay should be approved in advance of the additional duties commencing through the appropriate Vice President/Provost. Retroactive requests for supplemental pay may not be approved. Any request submitted for supplemental pay after commencement of increased responsibilities may be denied and the employee may not be compensated.

4. All requests for the consideration of supplemental pay must be approved by the employee’s direct supervisor, department head, and appropriate Vice President/Provost. In those circumstances that wherein the request is made by other than the employee’s home department, approval is also required by the employee’s proposed supervisor in the department requesting the employee’s assistance, the respective department head, and the respective Vice President/Provost.

### C. Total Compensation Limitations: All Earning Sources

1. **Fiscal Year Appointees**
   Total compensation from all UNO sources between July 1 and June 30, inclusive, shall not be allowed to exceed regular fiscal year compensation x 1.30.
2. **Academic Year Appointees**
   Total compensation from all UNO sources during the period from any July 1 to the following June 30 shall not be allowed to exceed 1.30 as follows: (academic year salary + 3/9 academic year salary) x 1.30.

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*Policy Updates:  
Revisions: 1/26/2017*