



THE UNIVERSITY of  
NEW ORLEANS

<b>Policy No:</b>	<b>AP-BA-39.3</b>
<b>TITLE:</b>	<b>Additional Compensation &amp; Compensation Limits: Academic and Unclassified Employees</b>
<b>EFFECTIVE DATE:</b>	<b>March 28, 2014*</b> <b>(*Policy Revised, see below)</b>
<b>CANCELLATION:</b>	
<b>REVIEW DATE:</b>	<b>Spring 2018</b>

**ADMINISTERED BY: Office of Vice President for Business Affairs**

## **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**

*Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System. University of Louisiana System Policy and Procedure Memorandum FS-III.II.B.C. D-1 (Personnel Actions).*

## **GENERAL POLICY**

### **I. Base Salary: Definitions & Types**

- A. **Base Salary** is the contractual amount of pay, determined by the type of appointment, provided by the University and does not include any form of bonus or salary supplement (e.g., stipend, one-time pay, supplemental pay, etc.), independent of its source.
1. **Fiscal Base Salary** is the contractual amount of pay for work performed over a 12-month period.
  2. **Academic Base Salary** is the contractual amount of pay for worked performed over a 9-month period.

### **II. Compensation Beyond Base Salary: Definitions & Types**

- A. **Compensation Beyond Base Salary** is compensation above the employee's base salary paid by UNO from any source. Types of compensation beyond base salary 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-OP-25.1, Outside Employment](#).

1. **Stipends** are a sub-category of compensation beyond base salary 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 compensation beyond base salary. One-time pay is intended for use in processing those types of payments that are non-recurring such as a half-day one off workshop.
3. **Supplemental pay** is a sub-category of compensation beyond base salary 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.)
4. **Additional Compensation** is remuneration paid by the university for work done in addition to normal duties that increases the faculty member's percent of effort beyond 100 percent.

#### **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. The application for supplemental pay must include a thorough justification by the direct supervisor who is assigning the duties. If the request is approved, the signed memo should be attached to the 101.
4. Retroactive requests for supplemental pay may not be approved.

5. 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 fiscal base salary x 1.30.

2. **Academic Year Appointees**

Total compensation\* from all UNO sources between July 1 to the following June 30 shall not be allowed to exceed 1.30 as follows: (academic base salary + 3/9 academic base salary) x 1.30.

**It is the responsibility of the Dean/Department Head to ensure that the appropriate total compensation limit is not exceed for employees each fiscal year.**

\* This includes, but is not limited to, income from base salary, summer appointments, additional compensation, extramural teaching, grading of correspondence courses, coordination of UNO associated events, etc. It includes all income covered on any form of payment issued by the University of New Orleans for any compensation purpose, independent of its source.



John W. Nicklow  
President  
University of New Orleans

*\*Policy Updates:*

*Revisions: 1/26/2017*

*8/11/2017*