



## Policy # 53021

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### EXTRA SERVICES COMPENSATION

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**Effective Date:** October 18, 2002

**Reviewed Date:** August 5, 2020

**Responsible Office:** Human Resources

**Division:** Operations

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#### I. PURPOSE/OBJECTIVE

To provide a mechanism to compensate employees for performing additional duties outside of one's designated home unit/department and for assuming responsibilities funded by external grants or special university projects.

#### II. STATEMENT OF POLICY

Grambling State University (GSU) encourages its faculty and staff employees to undertake research and other projects to enrich their scholarly competence and the programs offered to graduate or undergraduate students. These projects are further encouraged as a means of providing valuable public services. It is the general policy of GSU that sponsored projects be undertaken on a release-time basis. The extra services contract is an option in those instances where it is not possible for an individual to be released from his/her regular University duties.

Extra services shall be defined as duties and responsibilities performed by faculty and staff employees outside of their designated home unit/department and explicitly stated job description.

A. Extra services compensation shall be a maximum of thirty percent (30%) of the monthly salary over the period of the extra services contract for activities funded from sources or GSU special projects. The cap is twenty percent (20%) for conducting a single grant or special project; an additional ten percent (10%) may be realized for administering more than one grant or special project not to exceed thirty percent (30%) total.

B. Extra services contracts will be issued when available funds are approved and documented by the appropriate University officials (the Grant Principal Investigator, Department Head, Dean, Respective Vice President, Director of Grants Administration, Budget Director, Vice President for Finance or President). When the services to be rendered are for a unit/department other than where the employee regularly works, the signature of the employee's regular supervisor is required thereby ensuring that the extra services work will not interfere with employee's regular University duties.

- C. Compensation for extra services shall not be implemented prior to the signature of all administrators listed on the extra services contract.
- D. Employees will not be allowed to take earned annual or compensatory leave during the workday to perform services on sponsored or university projects.