



## Policy # 53021

---

### EXTRA SERVICES COMPENSATION

---

**Effective Date:** October 18, 2002

**Revised Date:** August 29, 2025

**Responsible Office(s):** Human Resources

**Division:** Administration & Business Affairs

---

#### I. PURPOSE/OBJECTIVE

This policy provides a unified framework for compensating university employees for additional duties performed outside of their designated home units and for assuming responsibilities funded by external grants, contracts, or special university projects. The policy encourages faculty and staff to pursue externally sponsored research and service projects while ensuring compliance with federal guidelines (2 CFR §200.430), as well as relevant state and university policies. It also provides mechanisms for fair and transparent compensation for extra services.

#### II. STATEMENT OF POLICY

Grambling State University (GSU) encourages its faculty and staff employees to undertake research and other projects to further their scholarly pursuits, as well as enrich the experiences 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 agreement is an option in those instances where it is not possible for an individual to be released from his/her regular University duties or the activities cannot be achieved through release time.

Extra services are defined as duties performed outside an employee's designated department and/or defined responsibilities. Compensation for such services must not interfere with regular university duties and should be approved in advance.

##### A. Faculty Compensation

For faculty during the academic year, extra compensation may be granted only in rare cases involving consultation across departmental lines or work in a separate or remote operation, and duties beyond the regular departmental load. Faculty with 9-month appointments may earn up to three (3) months of base salary rate as summer compensation, while those on 10-month contracts may receive up to two (2) months. These limits are subject to sponsor restrictions, such as agencies that cap compensation at specified amounts or levels of effort. Extra-compensation requested for sponsored agreements should be calculated using the current base monthly salary rate and supported by the sponsored agreement budget.

**B. Staff/Non-Exempt Employees**

Staff and non-exempt employees may receive extra compensation if the work is outside regular responsibilities, the grant budget (if applicable) allows it, and it complies with overtime and employment laws. Written approval from the supervisor and area vice president are required.

**C. Limitations and Other Guidance**

Compensation shall be a maximum of thirty percent (30%) of the current IBS rate for activities funded from GSU sources or 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.

All compensation for extra services requests must be approved via the Request for Extra Services Form. Compensation should not begin until all approvals are secured. Approvals must include the grant Principal Investigator (if applicable), Department Head, Dean/Supervisor, Respective Vice President, Sponsored Programs, Budget Director, and Vice President for Finance. When the services to be rendered involve a unit/department other than the employee's home department the signature of the employee's regular supervisor is also required, indication the extra services should not interfere with employee's regular University duties.

Employees may not use earned leave during the workday to perform extra services.

**III. ACCREDITATION**

Grambling State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. GSU also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of GSU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org))