

CONCORDIA UNIVERSITY

WISCONSIN & ANN ARBOR

Extra Service Pay Policy and Procedure

Responsible Officer: Director

Responsible Department: Office of Research & Sponsored Programs

Effective date: Spring 2016

Last revised on: August 15, 2023

I. Purpose

Faculty and staff can be compensated for assignments for which they are specifically qualified and that advance the mission of the University, but which fall outside the expectations associated with the employee's current job description. When an employee on a full-time (100%) contract with the University receives compensation from a Federal, state, or private grant during the assigned contract period which exceeds the assigned institutional base salary (IBS), and when that compensation is offered in exchange for the performance of duties not required within the scope of the primary contract, this additional payment is defined as extra service pay.

Faculty or staff receiving extra service pay are expected to perform all regular duties and responsibilities assigned by the University. The additional duties must be feasible and must not interfere with or diminish the faculty or staff member's capacity to meet the expectations of the primary contract. For staff members, extra service duties must be performed outside of regular contracted work hours.

When grant funds from federal, state, or private sources are used to augment academic salaries, an extra service pay request must be included in the initial grant proposal and approved by the federal granting agency. An approved extra service pay request constitutes a commitment of effort that must be fulfilled, whether or not salary is paid for the effort on that project.

Extra service pay on externally sponsored projects is permitted for full-time faculty or staff members if it:

1. is in accordance with the sponsor's rules and regulations and approved by the sponsor;
2. is written into the grant proposal;
3. does not exceed 10% of the base salary;
4. has been approved in writing by the appropriate director/chair, dean, and Provost.

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The accumulation of extra service pay will be monitored by Human Resources and the Office of Research and Sponsored Programs, and reported quarterly to the employee's dean and/or division head.

This policy is consistent with 2CFR200 Final Guidance issued by the Federal Office of Management and Budget on December 26, 2013 and effective as of December 26, 2014.