

POLICY ON COMPENSATION IN EXCESS OF FULL-TIME SALARY
University of Kansas, Lawrence

This policy applies to all non-student staff at the University of Kansas, Lawrence. It reflects the principles set forth in the Board of Regents policies “Commitment of Time, Conflict of Interest, Consulting, and Other Employment” and “Policy on Sales of Products and Services” (Kansas Board of Regents Policies and Procedures Manual, sections F 13 and G 23).

Compensation in excess of full-time salary will not be approved for University of Kansas employees except in specific cases approved in advance by the Chancellor or the Provost (or their designee). As a matter of policy the Chancellor or the Provost will not grant such authority except in certain unusual cases and in accordance with the requirements set forth below.

1. General – blanket approval

The Chancellor and Provost have given blanket approval for extra compensation for the following specific kinds of service:

- a. Preparing an Independent Study course or grading Independent Study papers;
- b. Instructional related activities conducted by the Division of Continuing Education;
- c. Performing certain services for the University Press of Kansas.

2. Specific Prior Approval Required for All Other Overload Payments

The Chancellor or Provost (or their designees) must approve requests for extra compensation for the following specific kinds of service:

- a. Consulting by faculty members and employees for another institution under the jurisdiction of the Board, as well as consultation for other state agencies, shall be approved in advance by the institution or agency seeking these services and approved by the Chancellor or Provost (or his designee). The University shall effect payment to the faculty member through the regular payroll process and shall receive reimbursement through the interfund transfer process.
- b. Specified continuing education instructional activities or instructional related activities conducted by units other than the Division of Continuing Education that are: i) derived from the unit’s mission; ii) intended for audiences external to the University of Kansas; and iii) authorized by an organizational unit of the University. Excluded are activities which are run by individual employees.
- c. Services rendered to other external agencies, public or private, for which compensation is to be paid through University channels.
- d. Services rendered to departments, schools, or divisions of the University.

Written requests for overload payments for any of the above services are to be submitted through the regular administrative channels of Chairperson, Dean or Director or Vice Provost for endorsement and forwarded as appropriate to the Chancellor or Provost for approval. The written request should include information on the service to be provided and approximate dates as well as funding source and should address the guidelines and criteria for approval listed in section 3.

3. Guidelines and criteria for approval

- a. If a continuing education activity, that activity must be within the scope of the definition above in item 2b.
- b. The activity does not conflict with the employee's regular duties and employee's regular assignments cannot be appropriately decreased to accommodate the service.
- c. The activity is not within the scope of the employee's job description.
- d. The services are requested by the agency, department, school or division to be served.
- e. The faculty or staff member is uniquely qualified to provide the services.
- f. The rendering of the services is in the University's interest, contributing to the improvement of its instructional activities or the professional development of the program, supporting its cooperation with other Regents universities and state agencies, and enhancing the image of the institution as a public servant
- g. The amount of time and effort to be expended by the faculty or staff member in providing the services is consistent with University limitations on personal professional activities.
- h. The services cannot properly and reasonably be negotiated under the University's policies and procedures for personal professional activity.

Overload payments funded from grants must be approved by the Office of the Vice Provost for Research to assure compliance with the sponsor's terms and conditions.

To allow time for receiving decisions from the Chancellor or Provost before work is performed, written requests should be submitted well in advance of the time for performing the service. University policy prohibits payment of extra compensation unless approved by the Chancellor or Provost (or their designees).

[Revisions approved by the Provost July 2005.]