

Extra Service Pay for Participation in a Sponsored Program

Scope:

This policy applies to all regular exempt employees of Marian University who participate in externally-funded activities or duties that are 1) non-recurring and specific in nature, 2) outside of, and in addition to, normal working assignments performed as an official part of the employee's role at Marian University, and 3) for which Extra Service Pay (ESP) is available and requested. This policy does not apply to activities that are associated with administrative assignment from the Division of Academic Affairs or outside of one's relationship with Marian University such as independent consulting, speaking engagements, editorial duties, etc.

Reason for Policy:

The purpose of this policy is to describe the process and set forth the general provisions, circumstances, and limitation under which ESP may be appropriate for regular exempt employees of Marian University.

Definitions:

Extra Service Pay (ESP) – Compensation for work performed outside of, and in addition to, normal working assignments and responsibilities. Such work is performed in addition to the regular exempt employee's full workload and is typically **non-recurring and specific in nature**. Ongoing leadership roles and/or programmatic direction must fit within the regular exempt employee's 1.0 FTE workload.

Regular Exempt Employees – All executive, administrative, professional, and academic personnel who are exempt from earning overtime compensation and are employed on a continuing basis by the institution.

Regular Non-Exempt Employees – All personnel other than academic, executive and administrative or professional classified as clerical or support staff who are eligible to earn overtime compensation and who are employed on a continuing basis by the institution. Individuals with this designation include all personnel who are covered by the provision of the Federal Wage and Hour Law.

Policy Statement:

Marian University recognizes the need for faculty and staff to be involved in public service, research endeavors, professional services under sponsored programs and continuing education activities. Such activities build upon the University's mission, contribute to the quality of instruction provided to students, advance goals of the State, and enhance the institution's standing in the nation. The University also recognizes that under **certain condition these activities may be performed outside of, and in addition to, normal working assignments** and responsibilities for which extra compensation may be warranted. It is the policy of Marian University to provide extra compensation in accordance with the procedure outlined below.

Procedure:

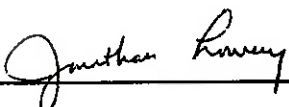
1. The Regular Exempt Employee and the director of the program overseeing the service will determine the rate of pay for the ESP.
2. The Regular Exempt Employee will complete and submit to the appropriate Supervisor(s) a Notice of Extra Compensation for Participation in a Sponsored Program documenting the request for extra compensation, including the description of services for which ESP is requested and the expected commitment of time.

3. The employee's Supervisor must review and approve the Notice of ESP for Participation in a Sponsored Program form ***before services are rendered or work is performed***. The late submission of a Notice of ESP for Participation in a Sponsored Program form due to the simple failure to process the form in a timely manner shall not constitute a special circumstance and will not be honored.
4. ESP must comply with the rules and regulations related to salaries chargeable to **federally** sponsored programs.
5. All regular exempt employees are eligible to earn/receive ESP. Regular non-exempt employees are ineligible for ESP, but may be compensated by overtime pay from research and sponsored program grants/contracts for work tendered beyond their normal job duties and regularly assigned work hours. Requests for regular non-exempt employee to earn overtime compensation from research and sponsored program grants/contracts will be reviewed for appropriateness on a case-by-case basis by the Provost or the Provost's designee.
6. Compensation Limits from ESP:
 - a. Regular exempt employees, including 12-month faculty and staff, may earn a maximum of 20% of their fiscal year salaries in ESP. The amount of ESP earned in any one month shall not exceed the employee's regular monthly salary.
 - b. Regular 9-month faculty may earn a maximum of 20% of their academic salary in ESP. The amount of ESP earned in any one month shall not exceed a faculty member's regular monthly salary (i.e., one-ninth of his/her academic year salary). In addition to ESP, a faculty member may earn up to one-third of his/her academic year salary during the summer for ESP.

Revision History:

1. September 13, 2023

Assistant Provost for Research & Scholarship

Signed: 

Date: 9/13/2023

Provost:

Signed: 

Date: 9/13/2023