



Policy Title:
Extra Service for Professional Staff

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HR / Labor Relations

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[Human Resources](#)

This policy item applies to:
State-Operated Campuses

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Summary

The State University of New York (University) Board of Trustees has established an extra service policy, which is applicable to performance of service beyond that normally required by the professional obligation as defined by the individual's performance program.

Policy

- A. The State University of New York Board of Trustees has established an extra service policy, which is applicable to performance of service beyond that normally required by the professional obligation as defined by the individual's performance program. Extra service for professional staff of the University is defined in two ways:
1. Work performed by academic and professional staff in a "payroll agency" other than the "payroll agency" to which the employee is regularly assigned.
 2. Work performed by academic and professional staff at their own campus that is different from or in addition to an individual's professional obligations.
- B. The Board of Trustees has granted authority for approval of such service to the chancellor. The chancellor has delegated to the president of each campus the responsibility for action on individual requests for other than M/C employees. Extra service for M/C employees requires approval of the chancellor or his designee.
- C. This work may be performed on the home campus, provided that the additional services do not interfere with the individual's professional responsibilities. This may include service by those holding positions of other than academic rank (i.e., administrators and other professionals) and outside of regularly assigned working hours. Such assignments include but are not limited to teaching, research and public service. However, it must be

clearly demonstrated that such research or other service exceeds that which is normally performed under the regular obligation. Additional compensation for research activities must be consistent with any policies of the grant sponsor.

D. Compensation for extra service is not to exceed an amount equal to twenty (20) percent of base annual salary in any academic or calendar year beginning July 1 or September 1, as appropriate.

E. Summer employment outside of the period of the academic year obligation does not constitute extra service. Compensation for such summer employment is covered by the University policy on Summer Session Appointment and Compensation Rates.

F. No employee may engage in other employment that interferes with the performance of the employee's professional obligation. No full-time employee of the University may assume another full-time position or obligation either within or without the University while receiving compensation from the University. Additionally, all extra service activities must conform to the ethical standards mandated by NYS Public Officers' Law § 74.

G. Written approval for extra service assignments must be obtained prior to the commencement of additional responsibilities. Extra service performed in advance of such approval will not be compensated.

Definitions

Payroll agency – a campus, however an individual academic unit is not a payroll agency.

Other Related Information

[Summer Session Appointment and Compensation Rates](#)

The following link to FindLaw's [New York State Laws](#) is provided for users' convenience; it is not the official site for the State of New York laws.

[NYS Public Officers' Law § 74](#) (Code of ethics.)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

Procedures

There are no procedures relevant to this policy.

Forms

UP-6 Extra Service Approval Form SUNY-Managerial ([MSWord](#)) ([PDF](#))

UP-8 Extra Service Approval Form SUNY-UUP ([MSWord](#)) ([PDF](#))

Authority

9 NYCRR §§135 & 136

The following link to FindLaw's [New York State Laws](#) is provided for users' convenience; it is not the official site for the State of New York laws.

[NYS Education Law §355-a](#) (Powers and duties of trustees--personnel functions.)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

Memorandum to presidents from the office of the provost dated December 23, 1986, regarding revisions to Extra Service Policy for Professional Staff.

History

Memorandum to presidents from the office of the provost dated December 23, 1986, regarding revisions to Extra Service Policy for Professional Staff. These revisions included: substantially removing the need for Central Administration approval; expanding the definition to allow extra service compensation for research and public service; permitting extra service compensation on the home campus for other than academic staff (administrators and other professionals); and restating and clarifying the earnings limitation of 20 percent per year.

Appendices

There are no appendices relevant to this policy.