



State University of New York

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## Memorandum to Presidents

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Date: December 23, 1986

Vol. 86 No. 14

From: Office of the Provost

Subject: Extra Service Policy for Professional Staff and Procedures

To: Presidents, State-operated Campuses

During the negotiations for the 1985-1988 State/UUP collective agreement, questions arose regarding the status of the January 14, 1983 memorandum to presidents from Dr. Smoot concerning extra service policies and procedures. As a result of those discussions, an accord was reached that an updated version of that memorandum would be developed and distributed to the campuses. This memorandum covers Extra Service. (A separate memorandum will be distributed concerning Compensatory Time Off for UUP-represented employees.) Extra service compensation may not be used in lieu of overtime for professional employees governed by the Fair Labor Standards Act.

The current revisions address many campus concerns by:

- (1) substantially removing the need for Central Administration approval;
- (2) expanding the definition to allow extra service compensation for research and public service;
- (3) permitting extra service compensation on the home campus for other than academic staff (administrators and other professionals); and
- (4) restating and clarifying the earnings limitation of 20 percent per year.

We believe that each of the changes will provide significant improvement in your ability to administer this program. You should note that your personal approval of extra service compensation is required. Approval by the Chancellor or his designee is still required for extra service compensation for M/C employees.

The following policy 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 State University of New York 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.

A campus is a "payroll agency," an individual academic unit is not.

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.

Authority for approval of such service has been granted to the Chancellor by the Board of Trustees. Responsibility for action on individual requests for other than M/C employees has been delegated by the Chancellor to the Chief Administrative Officer of each campus. Extra service for M/C employees requires approval of the Chancellor or his designee.

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.

Compensation for extra service is not to exceed an amount equal to 20 percent of base annual salary in any academic or calendar year beginning July 1 or September 1, as appropriate. Thus, for example, a professional staff member earning a salary of \$25,000 may not be paid more than \$5,000 for extra service during the course of his or her annual professional obligation. Summer employment outside of the period of the academic year obligation does not constitute extra service. Compensation for such summer employment is covered by other policies and procedures (Policy Handbook 098).


No employee may engage in other employment that interferes with the performance of the employee's professional obligation. No full-time employee of the State 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 Section 74 of the Public Officers' Law.

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.

Memorandum to Presidents  
December 23, 1986

No. 86-14  
Page 3

Attached please find the new statement on Extra Service Policy and Procedures for Academic and Professional Staff. Specific questions concerning extra service policies and procedures should be directed to Nick Paradiso, Assistant Vice Chancellor for Personnel (518-443-5184).

  
Joseph C. Burke  
Provost

Attachment

cc: Business Officers  
Personnel Directors

Copies for information sent to:

Presidents, Community Colleges  
Deans, Statutory Colleges  
President Coll  
Vice Provost Spencer

## EXTRA SERVICE POLICY AND PROCEDURES FOR ACADEMIC AND PROFESSIONAL STAFF

The following policy 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 State University of New York 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. (A campus is a payroll agency, an individual academic unit is not.)
2. Special assignments performed by academic and professional staff at their own campus which are substantially different from or in addition to an individual's professional responsibilities.

Authority for approval of such service has been granted to the Chancellor by the Board of Trustees. Responsibility for action on individual requests for other than M/C employees has been delegated by the Chancellor to the Chief Administrative Officer of each campus. Extra service for M/C employees requires approval of the Chancellor or his designee.

These special assignments may be performed on the home campus but must not interfere with the individual's regular professional responsibilities. Such assignments 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. These assignments may involve but are not limited to teaching, research, and public service. 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.

Compensation for extra service may not exceed an amount equal to 20 percent of base annual salary in any academic or calendar year beginning July 1 or September 1, as appropriate. For example, a professional staff member earning a salary of \$25,000 may not be paid more than \$5,000 for extra service during the course of his or her annual professional obligation. Summer employment of persons having academic year obligations does not constitute extra service. Compensation for such summer employment is covered by other policies and procedures (Policy Handbook 098).

No employee may engage in other employment which interferes with the performance of the employee's professional obligation. No full-time employee of the State 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 Section 74 of the Public Officers' Law.

Extra service compensation is not to be used in lieu of overtime for a professional employee deemed eligible under the Fair Labor Standards Act.

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