



## 5.3 Extra Compensation for Faculty and Staff

### Policy Statement

In accordance with Board of Regents policy, extra compensation may be paid to faculty and staff for participating in appropriate University instructional, research, or service activities when all four of the following conditions are met:

- The work is carried in addition to a normal full load.
- No qualified person is available to carry the work as part of his/her normal load.
- The work produces sufficient income to be self-supporting.
- The additional duties are not so heavy as to interfere with the performance of regular duties.

### Procedures

When extra compensation is paid, it shall be in line with compensation paid for performance of the employee's normal duties. Prior to scheduling work for which extra compensation could possibly be paid to University faculty and staff employees, approval must be obtained in writing by completing the "[Request for Extra Compensation for Faculty & Exempt Staff](#)" form.

### Forms/Instructions

[http://www.busfin.uga.edu/forms/extra\\_compensation.pdf](http://www.busfin.uga.edu/forms/extra_compensation.pdf)

### Additional contacts

#### Faculty Affairs:

706-542-0547 (voice)

706-583-0632 (fax)

<http://provost.uga.edu/index.php/faculty-affairs/>

### Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: [hrweb@uga.edu](mailto:hrweb@uga.edu)

Policy Contact: Sige Burden

Phone Number: 706-542-9756

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### Policy Dates

Effective Date:

Date Last Updated: 07/26/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: