

## Extra Service Guidelines

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### Policy:

No employee may engage in other employment which interferes with the performance of the employee's professional obligation to SUNY. No full-time employee of the State University may assume another full-time position or obligation either within or without the University while under obligation and receiving compensation from the University.

Extra Service is defined as:

*Work performed by state employees for a State payroll agency, or the SUNY Research Foundation, other than the one to which the employee is regularly assigned, or special assignments performed at their own campus that are substantially different from or in addition to their regularly assigned duties and responsibilities when the extra service work, in combination with the employee's regular assignment and any other dual appointment or extra service assignments, will exceed full-time service (1.00 FTE).*

For employees whose primary appointments are full-time, payment for all additional work must be paid on an extra service basis whether performed for their primary agency or for another state payroll agency.

For employees whose primary appointments are part-time, they may be paid "concurrent"--not extra service--if the work is for another state payroll agency and the combination does not exceed full-time. If the work is for their primary payroll agency, they may have their part-time payroll percent and thus, salary, increased to compensate them or be paid via extra service.

Search Committees, Unit Heads and/or Supervisors should attempt to determine the current state employment status of individuals before they recommend them for appointment (particularly part-time appointees) to ensure that appropriate approvals are obtained prior to effecting the appointments of individuals already being paid on State payrolls.

-Except for Managerial/ Confidential employees, campuses have been delegated responsibility for developing their own approval processes for extra service performed by their employees for their own campuses.

- Except for Managerial/ Confidential Employees, campuses are also delegated responsibility for approving extra service with other state payroll agencies, including other SUNY units, for their employees but in this case they must adhere to SUNY/State approval procedures. An approval for extra service compensation -- usually a "Dual Appointment Form" except when the other payroll unit is another SUNY campus -- must also be obtained from the state payroll agency(ies) from which an individual is currently being paid before s/he may commence any extra service work.

-In all cases extra service for M/C employees requires approval of the Chancellor or his designee.

Extra service assignments must clearly be in addition to and must not interfere with the individual's regular responsibilities. Such assignments may include service by those holding

positions other than academic rank, (i.e. administrators and other professionals -- even classified service employees under rare and exceptional circumstances). These assignments may involve, but are not limited to, teaching, research, and public service. Extra service must be closely monitored. It must be clearly demonstrated that any extra service exceeds that which is normally performed under the regular obligation and is performed outside of normal working hours. In the exceptional cases where non-exempt classified service employees might be considered for extra service, the campus must ensure that the nature of the work to be performed is clearly and significantly different from the work normally and appropriately assigned to the title to which the employee is appointed. Otherwise, compensation for such services by non-exempt, classified employees must be paid on an overtime (time and one-half) basis. Where such an extra assignment for a classified service employee is with another payroll agency and must be paid on an overtime basis, arrangements need to be made with that agency for them to provide a record of hours worked and to then reimburse the home payroll unit for the related overtime payments. All extra service assignments must have prior approval in accordance with the campuses internal extra-service compensation approval procedures, or, for M/C employees, the SUNY approval process.

Compensation for extra service is not to exceed an amount equal to 20 percent of base annual salary in any academic or calendar year. 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. Employees with academic year obligations may earn an amount equal to no more than 10% during each semester of obligation.

Individuals who are receiving stipends, not to exceed 10% for the academic year and 10% for the summer, for designations as Department Chairpersons, may not be paid extra service compensation. However, individuals serving as Department Chairpersons and not receiving a stipend for such assignment may receive extra service compensation.

Summer session employment does not constitute extra service for academic employees with academic year obligations or professional employees with college year obligations that exclude summers. There are no restrictions on how much such employees may receive from non-SUNY employers during such periods in which such employees have no professional obligation with SUNY.

After the appropriate approval(s) has/have been obtained, payment for extra service will be made periodically as the work is completed based upon the submission of extra service vouchers. Vouchers and additional guidance can be found under "Forms" at the end of this section. Additional guidance may be obtained from campus Human Resources Office or Payroll Office.