

## **06:08:05:00 Extra Compensation**

### **Purpose:**

Dyersburg State Community College (DSCC) recognizes that, under certain conditions, employees may be requested to perform additional assignments for which extra compensation may be warranted. This policy sets forth the following general provisions to cover the circumstances and limitations under which extra compensation may be appropriate.

### **Scope:**

This policy applies to all DSCC faculty members and exempt personnel and is consistent with TBR Policy 5:01:05:00.

This policy does not apply:

- To personnel classified as nonexempt wage and hour employees;
- To normal, short term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation;
- When the individual is not within the term of his or her contract period, or is on leave;
- To salaries paid to academic-year faculty for teaching in inter-sessions and summer sessions. These sessions are not considered extra compensation and are addressed in DSCC Policy 06:08:07:00.

### **Policy:**

1. Prior to accepting an extra assignment, the faculty or staff member shall have the approval of the institution's President or designee.
2. The President or designee may approve extra service only for efforts that:
  - Are performed entirely outside of, and in addition to, normal working assignments and responsibilities
  - Do not interfere with assigned duties and responsibilities or with regular institutional operations
  - Are consistent with DSCC policies and guidelines and with state law. TCA 49-5-410 limits full-time faculty members to teaching no more than two credit courses per semester for extra pay in an institution of higher education. It also limits faculty to 15 clock hours per week, or 400 clock hours per nine-month period, for extra pay.

- Do not constitute a conflict of interest or compete with the institution's education or public service programs
  - Require only a reasonable time commitment from the employee
  - Are not undertaken with an inappropriate claim that the individual is officially representing the institution in connection with the employment
3. Faculty acceptance of overload assignments, for instruction or other purposes, is strictly voluntary. Overload assignments should be employed only when situations arise which warrant such action. Overload assignments should not be employed on a regular basis or in lieu of hiring qualified faculty or instructors. Supervisors must be careful to protect untenured faculty when making overload assignments and should make every effort to distribute overloads fairly as staffing needs allow.
  4. The minimum rates per credit hour of instruction, as articulated in TBR Guideline P-055, must be applied when calculating compensation for extra service for full-time faculty or staff teaching credit courses at community colleges or universities. Compensation for extra service must be commensurate with the instructor's highest degree, rank, and experience, within their academic unit at their institution. The President or designees may approve exceptions to these minimum rates when circumstances warrant provided that the rates are applied consistently for similar faculty (degree, rank and experience) within the same academic unit.

## **Compliance:**

All DSCC faculty members and exempt personnel are expected to adhere to this policy. An employee found to be in violation of this policy may be placed on probation.

## **Definitions:**

**Extra Compensation** any compensation earned through the institution in excess of an individual employee's base rate of pay (as opposed to outside employment – any paid activity compensated outside of DSCC payroll).

**Overload assignment** a separate faculty assignment at the institution in addition to the faculty member's regular employment assignment.

### **Minimum rates per credit hour of instruction:**

Full Professor \$700

Associate Professor \$650

Assistant Professor \$600

Instructor \$550

## **Revision History:**

Policy created May, 1985. Policy revised March, 2012; approved by Administrative Council on March 30, 2012.

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**Dyersburg State Community College**

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