

Guidelines for Compensation of Services Beyond Full-Time

These guidelines are intended to clarify conditions under which full time UIC faculty may receive additional compensation for services provided under **two** approvable circumstances.

1. The **General Rules** of the University of Illinois establish approval of additional service and compensation for “a reasonable amount of instruction in continuing education and public service programs or the grading of special examinations stipulated by the University....”
2. The **Statutes** allow exceptions to this rule “in special cases which are approved by the dean of the college of which the employee is a member provided that if such additional payments exceed a nominal amount the advance approval of the chancellor shall be secured.”

In support of the University of Illinois **Statutes** and **General Rules**, the following campus guidelines on compensation for services beyond full-time should be followed. Failure to meet these guidelines may result in a denial of submitted payments.

- Written requests must be made and approval granted prior to the service being performed.
- **No** overcompensation payments can be made without this written approval.
- The services performed must be clearly outside the scope of the employee’s regular position and should not be confused with “other duties as assigned.” Reasonable expectations or limitations of *pro bono* service obligations are expected to be established within the employee’s department and college that are consistent with the research, instructional, and public service commitment of the college.
- Requests cannot be made on a regular basis; they must be for irregular, temporary service and cannot interfere with the employee’s normal full-time position. The availability of funds can only be one of the factors, which will justify additional compensation. If on going payments for the service are sought, the unit might want to consider redefining the job description with appropriate changes to the duties and compensation, rather than repeat overcompensation requests.

The following represents a change in campus guidelines for the approval and processing of requests for compensation for services beyond full-time.

- a. For requests of **\$500 or less/employee/year**, all involved department heads and deans must grant approval. For example, if a unit wants to hire a current employee in another unit and college, both departments and both colleges need to endorse the request prior to the service being provided. The College requesting the overcompensation must maintain a record and submit a list once a year of those employees receiving overcompensation, to the Office of the Provost HR.
- b. For requests where an employee gets **more than \$500/year**, in addition to the head’s and the dean’s approval, Provost’s approval is required. These requests should be sent to the Office of the Provost HR. For example, if an employee has received overcompensation of \$500 in the Fall Semester and a unit wishes to compensate them another \$400 in the Spring Semester, Provost approval is required. A form to request approval for excess service beyond full-time is now available and included in this documentation. If the form

is not used, justification letters for **all** requests must contain all the information contained on the form.

The reports submitted to the Provost HR Office will be analyzed for auditing purposes. If payments in violation of the above policy are found, unit authority to approve future payments will be suspended/revoked.

Continuing Education and Public Service Activities: Payments of overcompensation for continuing education and public service activities are centralized at the campus level. Continuing education offerings/payments by the colleges are required to comply with the campus procedures by submitting their credit (all) and non-credit proposals (those that involve overcompensation) to the Campus Office of Continuing Education. For more detailed information, you can access the Office of Continuing Education website at www.oce.uic.edu

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