



XAVIER UNIVERSITY

Supplemental Compensation Policy

Effective: June 4, 2024

Last Updated: New Policy

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President & Chief Human Resources Officer

Scope: Faculty and Staff

A. REASON FOR POLICY

The purpose of this policy is to define types of supplemental compensation or stipends that faculty and staff may earn, establish criteria for determining when such compensation is appropriate, and describe the approval process. The types of compensation identified are considered supplemental and in addition to the employee's institutional base salary (See IBS policy). Herein, the types of compensation described in this policy will be referred to as supplemental compensation.

B. POLICY

Xavier University recognizes the need to provide supplemental compensation to employees for services beyond the scope of their normal job duties. Payments made to employees in addition to the employee's institutional base salary are considered supplemental compensation. This policy defines the types of supplemental compensation and eligibility criteria to receive those payments.

C. DEFINITIONS (if applicable)

Institutional Base Salary (IBS) is the annual compensation paid by Xavier University for all professional responsibilities of an individual's position, whether that individual's time is spent on teaching, research or other scholarly activity, advising students, or other activities, as defined by the position. *See IBS policy for more information.*

Effort: Effort is the proportion of time spent on any activity and expressed as a percentage.

D. PROCEDURES

For all types of supplemental compensation listed below, approval must be obtained from:

- for faculty –the Provost’s Office through the appropriate academic and/or administrative personnel
- for staff – supervisor/manager and other appropriate administrative officer

Approval for supplemental compensation is based on availability of funds, allowability by the funding source, and determination that use of funds for additional compensation is in the best interest of the University. Approval must be obtained in advance of payment.

Types of Supplemental Compensation:

Administrative Responsibilities - Faculty (academic year)

Payment to faculty who perform an administrative function (i.e. department chair, program director) for ongoing work that during the academic year is in addition to their teaching responsibilities.

Administrative Responsibilities - Faculty (short-term)

Payment to faculty who perform a non-instructional function for less than a full academic year.

Instructional Overload - Faculty

Payments for teaching over and above a faculty member’s established teaching load as defined by the faculty handbook and defined by department/program/college workload policy.

Summer Employment - Faculty

The University may pay faculty members who are on academic year contracts for specific work including teaching, research, projects or administrative duties during the summer months.

Below are types of summer compensation.

- a) Teaching summer courses. See guidelines in [Faculty Handbook Section XVI. Faculty Compensation A. Salary](#).
- b) Engaging in administrative duties to support the University.
- c) Engaging in summer research supported by institutional funding and receive a stipend based on internal funding guidance.
- d) Engaging in summer research or project activities supported by external funding awarded to Xavier. Payment on externally funded activities is based on Institutional Base Salary (IBS) and amount of effort on the project/research during the summer (i.e. 1 month of summer effort is equal to 1/9 of faculty member’s IBS).

Temporary Increase in Responsibility - Faculty or Staff

When an interim assignment results in increased responsibility for a faculty member or staff employee, supplemental compensation may be appropriate for the duration of the assignment.

Administrative Responsibilities - Exempt Staff and Non-exempt Staff (long-term and short-term)

Payment to staff for additional duties/assignments that are administrative in nature but not included in the general job description. Must be non-teaching related.

Instruction - Exempt Staff and Non-Exempt Staff Employees

Payment to staff employees for teaching a course following instructional institutional guidelines.

E. EXHIBITS (if applicable)

F. HISTORY

New policy

G. REVIEW SCHEDULE

Review 05/2028.

Other applicable policies and/or resources:

Faculty Handbook

Institutional Base Salary Policy