



POLICY DIGEST

Monitoring Unit:
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To specify the policies governing additional compensation allowable for academic and administrative/professional [unclassified] employees and computation of summer salary rates for faculty appointed on a regular academic year pay basis.

Additional Compensation: extra compensation for services rendered and paid from an LSU source above the employee's base salary. Additional compensation is earned for performing work outside the scope of the employee's normal duties as reflected on his/her position description form.

Summer Salary: salary paid between two academic years to a faculty member appointed on a regular academic year basis. Amounts earned during the summer are counted as earnings against the additional compensation limit.

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Occasionally, academic and administrative/professional employees are asked to assume responsibility for additional duties unrelated to, or independent of, their normal work.

When such assignments are clearly not a part of the employee's normal assignment, additional compensation may be permitted. A request must be approved prior to the beginning of the additional compensation assignment. It is the employee's responsibility to monitor his/her individual allowable compensation limit (see Additional Compensation Limitations below) and not to exceed the limit.

Typically, additional compensation outside the summer period is earned from departments other than the home department. Additional compensation work may include instruction, research, or public service activities which are generally short term in nature.

useful in further understanding PS-43.

1050 - supplement associated with specific administrative duties (e.g. department chair) 1060 - additional compensation including summer salary [except for Continuing Education]

1070 - special object code used for classified employees who perform additional compensation work not related to their regular job [this category is rarely used - consult the Compensation Section of HRM prior to activity/use]

1090 - supplement to salary usually paid from private funds for which no retirement contributions are payable (e.g. Designated Chair)

1110 - base salary for academic and administrative/professional employees 1280 - additional compensation earned through Continuing Education