



**Policy Title: Staff Supplemental Pay**

**Policy Number: BU-PP 304**

**Date Issued: January 15, 2007**

**Responsible Executive: Vice President & Chief  
Human Resources Officer**

**Date Last Revised: September 23, 2020**

**Responsible Office: Human Resources**

## **Staff Supplemental Pay BU-PP 304**

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### **Policy Statement**

Baylor University (the “University”) provides additional compensation for work outside of a staff employee’s regular job duties when it is in the interest of the University to utilize the services of the employee for extra and non-continuous assignments.

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### **Reason for the Policy**

To maintain judicious stewardship and appropriately compensate employees, Baylor University defines eligibility requirements and specific guidelines to request, process, and disburse supplemental pay.

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### **Individuals/Entities Affected by this Policy**

Staff

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### **Exclusions**

Faculty  
Student employees

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### **Related Documents and Forms**

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#### **University Policies and Documents**

[Staff Teaching Baylor Courses](#)

[Overtime Pay](#)

[Conflict of Interest Policy](#)

1. Staff Supplemental Pay (BU-PP 304)

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## Other Documents

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Fair Labor Standards Act (FLSA)  
Texas Payday Act

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## Definitions

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These definitions apply to terms as they are used in this policy.

<b>Exempt Employee</b>	Salaried employee, not eligible for overtime pay
<b>Non-Exempt Employee</b>	Hourly paid employee, eligible for overtime pay
<b>Grant-funded</b>	A position funded in whole or in part by grant funds

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## Contacts

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<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office email/web site</b>
<b>Compensation, proposed work duties</b>	Human Resources	254-710-2000	<a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a>
<b>Payment schedule</b>	Payroll Office	254-710-2217	<a href="mailto:Payroll_Office@baylor.edu">Payroll_Office@baylor.edu</a>
<b>Budget</b>	Budget Office	254-710-2663	<a href="https://www.baylor.edu/budget/">https://www.baylor.edu/budget/</a>

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## Responsibilities

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<b>Human Resources (HR)</b>	Determine unusual circumstances in which extra assignments and compensation are appropriate
<b>Requesting Department</b>	Obtain prior approval from the staff member's primary manager and department head for a staff member's participation in a project requiring additional work or supplemental pay; consult with HR; check availability of budget funds
<b>Staff Member</b>	Ensure proposed duties do not interfere with primary job responsibilities
<b>Primary Manager</b>	Ensure proposed duties do not interfere with the employee's primary job responsibilities

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## Principles

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Supplemental pay is not guaranteed and is granted at the discretion of the University.

### 2. Staff Supplemental Pay (BU-PP 304)

Supplemental pay may be appropriate when proposed duties:

- Are clearly differentiated from the duties normally performed by the employee as defined in the primary job description;
- Are not performed on a continuing basis;
- Are performed outside of the individual's regular work schedule and do not impair the staff member's ability to carry out regular responsibilities;
- Include teaching (See Staff Teaching Baylor Courses Policy.); and
- Are performed under a supervisor other than the staff member's primary manager or department head. Exceptions include when extraordinary effort is required for project work that is in addition to or outside of the normal scope of responsibilities such as consulting, research, writing, and/or analysis, or for temporarily assuming significant additional job responsibilities due to the vacancy of another staff position. Such exceptions should be discussed with HR.

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## **Procedures**

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1. The requesting department must obtain prior written approval from the staff member's primary manager, department head, and divisional vice president before supplemental work is requested and can be performed.
2. Supplemental pay for grant-funded employees requires prior written approval by the Office of Sponsored Programs to assure compliance with grant standards.
3. After all approvals are obtained, the requesting department begins the supplemental pay process by submitting a formal request through the electronic request system.
4. The request must be reviewed and finally approved by the responsible parties listed above before the employee can begin work and receive supplemental compensation.
5. Supplemental pay is processed upon receipt of the approved electronically-submitted request, on the employee's next regular pay date after receipt.