

## INSTRUCTIONS FOR EXTRA-CONTRACTUAL/SUPPLEMENTARY COMPENSATION REQUEST FORM

Compensation paid to an employee is considered "extra-contractual" if it is: paid for services rendered during the base salary period;

- 1) is payment in excess of the employee's stipulated salary;
- 2) is paid in connection with approved "additional responsibilities/assignments;" and
- 3) is paid from funds administered by the University.

1. 'B' Contract Employees

### EXAMPLE:

Academic Year/2008-2009: 8/25/08-5/12/09; Extra-Contractual form required  
Summer / 2008-2009: 7/1/08-8/15/08 and 5/11/09-6/30/09; EC form **not** required  
during these two periods

During the Academic Year, 'B' Contract employees may earn up to 25% of their stipulated salary in Extra-Contractual Compensation. An Extra-Contractual Compensation Form must be prepared and submitted with the Letter of Appointment documents for such extra compensation.

During the Summer, 'B' Contract employees may earn three-ninths (3/9) of their stipulated salary. This compensation is to be paid for services performed during the period outside the base salary period on sponsored projects, summer school teaching, or other University sponsored activities. An Extra-Contractual Compensation Form is **not** required for Summer Salary up to 3/9 of the stipulated salary.

During the Summer, an Extra-Contractual Compensation Form is required for compensation in excess of 3/9 of the stipulated salary. During the 3 month summer period, extra compensation is subject to the same procedures and limitations as during the base salary period. Extra compensation is limited to 25% of the 3/9 the employee may earn as Summer Salary. An Extra-Contractual Compensation Form must be prepared for extra compensation over the 3/9 summer salary, up to the 25% limit. **Compensation cannot be paid outside the base salary period for work performed during the base salary period.**

EXAMPLE:	'B' Base Salary:	\$90,000	3/9 of B Base:	\$30,000
	25% of Base	\$22,500	25% of 3/9	\$ 7,500

During the Academic Year (Base Salary Period), the employee may earn up to \$22,500 in extra compensation, for which an Extra-Contractual Compensation Form must be submitted. During the Summer (period outside the Base Salary Period), the employee may earn up to \$30,000 as Summer Salary, for which **NO** Extra-Contractual Compensation Form is required. The employee may also earn an additional \$7,500 (25% of 3/9) during the summer, for which an Extra-Contractual Compensation form **IS** required.

2. 'A' Contract Employees: For 'A' Contract personnel, extra-contractual compensation paid from University administered funds **shall not exceed 25 percent** of the employee's 12 month stipulated salary. Extra-Contractual Compensation Forms are required for all extra compensation.

Note: "Stipulated" salary is the base salary plus stipend, if applicable. The Extra Contractual Compensation amount allowed up to 25% is based on "Stipulated" salary.

**University of Nevada, Las Vegas**  
**Request for Extra-Contractual/Supplementary Compensation**  
**This form must accompany the appropriate employment document.**

1. Name: \_\_\_\_\_ Dept./Unit: \_\_\_\_\_
2. Rank/ Position: \_\_\_\_\_ Contract Type:  A  B
3. Purpose for which this extra-compensation is requested:
4. Total amount of compensation requested: \$ \_\_\_\_\_

**WORKSHEET ON PAGE 2 MUST BE COMPLETED AND SUBMITTED WITH THIS FORM.**

5. Total extra-compensation (excluding all funds paid through UNLV) received through **NSHE** this fiscal year: \$ \_\_\_\_\_
6. Explain how this compensation is justified under the current UNLV policy:
7. Account number to be charged: \_\_\_\_\_ Account name: \_\_\_\_\_
8. Source of funds:  Federal;  Federal Pass-through;  Non-Federal Sponsored Project;  Other Account  
**Continue to Item 9 if Federal or Federal Pass-through. If you are unsure, call OSP at x1357.**
9. The extra-contractual compensation requested was justified in the approved project proposal:  Yes  No  
If you checked "No," agency approval must be obtained prior to approval of extra-contractual compensation. You must prepare a justification in accordance with the ECC policy supplement "ECC JUSTIFICATION FOR FEDERALLY FUNDED SPONSORED PROJECTS," and submit it to OSP. OSP will work with you to determine account type and try to obtain agency approval if necessary.

**Approvals**

**To the best of my knowledge all the above information is complete and accurate.**

(1) Employee \_\_\_\_\_ Date \_\_\_\_\_

**The above work and salary is appropriate and funds are available in the account listed.**

(2) PI/Account Mgr. \_\_\_\_\_ Date \_\_\_\_\_

**In approving this request, the employee's supervisor certifies that the extra-compensation is for work that is "overload" within the context of a duty-based assignment and appropriate workload policy, and that documentation of this overload, per UNLV policy, is being maintained by the Dean/Dir./VP for purposes of audit.**

(3) Chair/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

(4) Dean/Dir./VP \_\_\_\_\_ Date \_\_\_\_\_

**In approving this request, OSP certifies that extra-compensation is approved by funding agent.**

(5) Office of Sponsored Programs (required only for sponsored projects) \_\_\_\_\_ Date \_\_\_\_\_

**In approving this request, the Provost's/V.P.'s Office certifies that compensation is within scope of UNLV policies.**

(6) Provost/V.P. \_\_\_\_\_ Date \_\_\_\_\_