

Additional Compensation Guidelines for Faculty and Staff

School of Management from time to time may have a need to request that faculty or staff take on work that is in addition to and/or different from their existing faculty or professional obligation. Depending upon funding source and method of payment, different forms may be required. Please contact School of Management HR staff for details.

Extra Service

Generally used when performance of service beyond what is normally required by an individual's professional obligation and is typically done outside of regularly assigned working hours. Compensation for extra service is not to exceed an amount equal to twenty (20) percent of base annual salary in any academic or calendar year beginning July 1 or September 1, as appropriate.

If it is determined that the requested work qualifies for extra service compensation, per [SUNY policy](#) the additional work and compensation amount must first be approved by both the employee's supervisor as well as the employee's Dean or Vice President. If written prior approval is not obtained, the extra service performance will not be compensated.

Below are some standard situations in the School of Management that could result in extra service pay:

1. Online sections of 3 credit hour courses with enrollment over 80 students will be paid extra service at a rate of \$100 per student. Once enrollment reaches 130 in a single online section then the course will be split into two sections.
2. Overload teaching during a single academic year: Each faculty member's teaching obligation will be calculated based upon their individual contract circumstances. Should the faculty member be assigned to teach more courses than they are required to (measured by the equivalent of 3 credit hour courses), the faculty member would be owed extra service. Once the full year teaching load has been satisfied, extra service pay will then be processed by School of Management human resources.
3. Center based engagement: compensation offered will vary based on engagement requirements.

Also receives

Generally used when one or more of the following circumstances are applicable:

- an assignment or tasks are for less than one year without renewal
- the assignment is substantially different and in addition to an individual's professional work obligation
- work is performed during an employee's normal work shift

Further information regarding also receives can be found here:

<https://www.buffalo.edu/administrative-services/managing-people/managing-hr/employee-events/guidelines-for-also-receives.html>

Summer Session Appointments and Compensation

Generally, employees with a full-time, academic year obligation are eligible for summer session pay however this service is not required as part of their obligation. (Adjuncts and students are also eligible for be appointed and paid during the summer session.) Summer (or winter) session compensation is separate from any extra service or also receives for eligible employees.

Additional details can be found here:

<https://www.buffalo.edu/administrative-services/managing-people/managing-hr/employee-events/summer-winter-state-appointments.html>