

PennDesign Faculty/Staff Extra Compensation Policy

Responsible Office: PennDesign Finance

Approval: Chairman/Directors

Effective: August 2, 2012

Applicable: Standing and Non-Standing Full-Time faculty & Full-Time Staff

Purpose

The purpose of the faculty/staff additional compensation policy is to ensure that PennDesign standing and non-standing full-time faculty and full-time staff are able to be paid “extra compensation” for Penn and PennPraxis related activities performed above and beyond their chairman/director approved teaching and/or administrative duties for which they are already being compensated.

Policy

Standing, non-standing full-time faculty, and full-time staff who wish to engage in Penn and PennPraxis related activities for which they would receive extra compensation beyond their base salary must seek approval from their designated chairman/director *prior* to agreeing to engage in such activity. Activities include, but are not limited to, teaching, lecturing, consulting, and professional design work within PennDesign, PennPraxis, or with another Penn affiliated School or Center. The chairman/director should take into consideration the time and effort required by the faculty/staff to complete the activity and whether the activity may interfere and/or impede in any way with the faculty/staff's primary teaching and/or administrative duties. Additional pays require at least 7 days to go through the approval process.

Procedure

Pre-Authorization

Prior to agreeing to engage in an activity for extra compensation, faculty/staff must send the **additional pay request form** to the PennDesign Finance's payroll box pdpay@design.upenn.edu; please ensure the request form is completed with all of the following information.

1. Name of the paying department/person with their contact information
2. The activity and duties that will be performed
3. Period of time that the activity will be performed in
4. Exact/range amount of compensation (estimated or expected)

*Faculty/staff who anticipate receiving extra compensation on a PennPraxis project must forward an request after the project is approved by the PennPraxis Board.

Chairman/Director Approval

The chairman/director, or their approved designee, will receive an electronic notification to review the request and can either approve or reject the request.

Payment

Upon completion of the activity, faculty/staff must forward an **invoice and the additional pay request form** to pdpay@design.upenn.edu with the following;

1. Name of the paying department/person with their contact information
2. The activity and duties that were performed
3. Period of time that the activity was performed in
4. The exact amount of compensation

Faculty/staff can expect to receive their extra compensation in the next monthly pay period.

Extra Compensation

Extra compensation is defined as compensation paid to standing, non-standing full-time faculty, or full-time staff above their base salaries for which they are expected to perform activities beyond their primary teaching and/or administrative duties. The amount of extra compensation should be based on the fair market value of the activity performed with precedent given to the compensation policies of the hiring department or organization.