

SUPPLEMENTAL PAY GUIDELINES

The following guidelines have been established to assist you in your understanding of the use of Supplemental Pay. These guidelines are subject to change as required to meet the needs of the University. If you are unclear as to whether an activity is eligible for supplemental pay, please contact Human Resources.

1. Permissible Activities for Supplemental Pay

- a. Temporary and significant increases in responsibility for a defined period of time; not to exceed twelve months. These activities should not continue beyond twelve consecutive months. In the event an activity will continue in excess of twelve consecutive months, a new Supplemental Pay request form shall be completed.
- b. Faculty Council, Administrative Professional Council and Classified Personnel Council officers on a 12-month appointment.
- c. Administrative Professionals who are the instructor of record for a 1-credit (or more) course or are teaching or preparing courses for CSU Online. Supplemental Pay should be limited to the larger amount of 20% or \$25,000 per academic year.
- d. Activities that require specific expertise, such as translation and statistical analysis, that are not a component of an employee's normal job responsibilities.
- e. Temporary international assignments (less than 12 months) that require pay adjustments for geographic differences, e.g., exchange rates.
- f. Conducting non-credit seminars, workshops, and training that are outside the scope of the employee's normal job responsibilities such as Continuing Education credits.
- g. Faculty members who are the instructor of record for a 1-credit (or more) course or are teaching or preparing courses for CSU Online that are outside of their expected teaching workload. Supplemental Pay should be limited to the larger amount of 20% or \$25,000 per academic year.

2. Non-Permissible Activities for Supplemental Pay

- a. Routine committee, council, or task force work such as search committee and graduate committee assignments.

- b. Lecturing at conferences and workshops outside of the employee's professional service duties.
- c. Non-exempt employees performing additional hours of similar level responsibilities. These individuals should receive overtime.
- d. Perceived higher-level responsibilities pending a job classification review by Human Resources.
- e. Transitional appointments as described in the [Faculty Manual, Section E.2.1.6](#).
- f. Supplemental pay is not offered when employees take on additional work that is within the scope of their normal job responsibilities due to vacancies.
- g. Supplemental pay should not be used for "other duties as assigned."
- h. Work on a sponsored project in accordance with the CSU Policy: Institutional Base Salary. Payments cannot be made from 53 accounts.

Supplemental Pay request form

- a. Use of Delegates
 - i. A dean or vice president may designate a delegate for approvals. Requests should be submitted to the Division of Information Technology at is_support_workflow@mail.colostate.edu.
 - ii. In the event of extended leave or sabbatical, any approver, or their senior leadership, may designate a delegate for approvals. Requests should be submitted to the Division of Information Technology at is_support_workflow@mail.colostate.edu.