

Fulbright College Extra Compensation Companion Form

1. Name: _____	2. BASIS Employee ID: _____
3. Dept/BU: _____	4. Fiscal Year: _____

Reason for the current extra compensation request: _____

During the current fiscal year (July 1-June 30), I expect to receive extra compensation for the following (*Please include Global Campus self-paced course development and teaching, Global Campus online or Rogers structured course development and teaching, Intersession assignments, overload teaching, and special commitments*):

Specific Duty Performed	For What Department?	Time Period of Work	Teaching	Service	Pay Amount	Expected Pay Date
<i>e.g. Global Campus structured course development for ANTH 1003</i>	<u>ANTH</u>	<u>8/22/2013-12/31/2013</u>	<u>N/A</u>	<u>Development</u>	<u>\$3,448</u>	<i>(Such as: Fall, Spring, Summer 1, Summer 2, or specific intersession)</i>

I certify I am aware that:

1. Academic Policy 407.0 states “no employee is eligible for extra compensation, unless these duties are performed outside the normal work schedule, annual leave is taken for preparing and conducting said activities, or certification is obtained from the appropriate dean or unit head that the work for extra compensation shall not interfere with regular duties.”
2. I may receive extra compensation for only one “for credit” activity and one “non-credit” or “service” (like development) activity per semester, totaling 20% or less of my 12-month equivalent salary per fiscal year.
3. Intersession pay counts as extra compensation. If my request to teach an Intersession course increases my pay over the 20% rule or monthly line-item max for my position, my request may be denied.
4. If I am a 12-month employee, I need to claim annual leave for the Intersession course to receive extra pay.

Faculty Member

Date

Department Chair

Date