NUMBER: 1493

TITLE: Extra Compensation for Administrators With Faculty Rank

APPROVED: December 13, 1988

I. Philosophy:

Administrators with faculty rank are a major component of the University's professional management staff. Administrators are assigned responsibility for a variety of tasks and programs, including, but not limited to departmental management, committee work and special projects.

II. Definition:

Extra Monetary Compensation - Payment from the university above the salary set forth in the administrator's annual notice of appointment.

III. Policy:

A. The amount reflected in the annual notice of appointment is the total salary that an administrator shall receive for work directly or indirectly related to his/her administrative position at the university, regardless of the time necessary to complete the work.

B. All university administrators with faculty rank are exempt from the provisions of the Fair Labor Standards Act.

C. Administrators with faculty rank who provide services which are completely unrelated to their direct and/or presumed administrative responsibilities, may receive extra monetary compensation. The administrator may also receive extra monetary compensation for teaching any credit courses, unless provided otherwise in the position description. The additional compensation must be provided pursuant to an addendum to the administrative letter of appointment, which describes the additional responsibility to be performed and the extra compensation to be paid.

D. Any work for which an administrator will receive extra compensation from an Old Dominion University source, requires the advance approval of the administrator's vice president and execution of an addendum by the president.

E. Remunerative work performed for any employer other than Old Dominion University is governed by the Remunerative Outside Employment Policy.