



EXTRA SERVICE

The State University of New York Board of Trustees has established an extra service policy, which is applicable to performance of service beyond that normally required by the professional obligation as defined by the individual's performance program and job description.

Extra Service is work performed by an employee that is substantially different from and/or in addition to the employee's regularly assigned professional responsibilities. These special assignments may be performed on the home campus or at another state agency, but must not interfere with the employees' regular professional responsibilities. **Written approval for Extra Service must be obtained prior to the commencement of the service.** Extra service performed in advance of such approval will not be compensated. Supervisors are to consult with HR before commencing Extra Service.

UNDER WHAT CIRCUMSTANCES CAN AN EMPLOYEE EARN EXTRA SERVICE?

Faculty and Professional Employees: These assignments may involve, but are not limited to teaching, research and public service. It must be clearly demonstrated that such research or other service exceeds that which is normally performed under the regular obligation. Additional compensation for research activities must be consistent with any policies of the grant sponsor.

Part-Time Employees: Employees whose primary appointments are part-time may be paid "concurrent" (not extra service) if the work is for another state payroll agency and the combination does not exceed full time (100%). If the work is for their primary payroll agency, they may have their part-time payroll percent and salary increased (up to 100%) to compensate them or be paid via extra service. In the event they go over 100% the amount above will be considered extra service.

Management Confidential Employees: Extra service for Management Confidential employees requires approval of the Chancellor or Chancellor's designee prior to the commencement of Extra Service work

LIMITATIONS

Compensation for extra service may not exceed an amount equal to 20 percent of base annual salary in any calendar or academic year beginning July 1 or September 1, as appropriate. For example, a professional employee earning a salary of \$40,000 may not be paid more than \$8,000 for extra service in any 7/1 – 6/30 period; a faculty member earning a salary of \$80,000 may not be paid more than \$16,000 for extra service in any 9/1 – 8/31 period. For academic appointments, summer employment outside of the period of academic obligation does not constitute extra service.

Employees may not engage in other employment (whether within or outside SUNY Poly), which interferes with the performance of their primary professional obligation. Additional extra service activities must conform to the ethical standards mandated by Section 74 of the Public Officers' Law. In essence, an employee may not engage in any business or transaction or professional activity of any nature, which is in substantial conflict with the proper discharge of the employee's duties in the public interest.

DUAL EMPLOYMENT

Extra Service Policy and Procedures: February 26, 2020



Dual employment is defined as an employee working at more than one state agency. The work must be performed in addition to the employee's regular assigned professional responsibilities.

A dual employment form must be completed for all employees who will be working at another state agency, and for employees of other state agencies who are working at SUNY Polytechnic Institute. For example, a person who is working a full-time position at the Department of Transportation (DOT) accepts an adjunct instructor position at SUNY Polytechnic Institute. This employee would need to submit the Dual Employment form to SUNY Polytechnic Institute, and it must be signed and approved by the DOT. Likewise, a SUNY Poly employee doing work at another State agency must have SUNY Poly approval to engage in dual employment.

All required signatures must be obtained on this form, prior to commencing the dual employment assignment. For additional information, please contact Human Resources at 315-792-7191.

PROCEDURE

To request extra service, complete the UP8 form and e-mail it to HR Assistant Director for Recruitment. Review the checklist below and ensure compliance for Extra Service.

Checklist for Extra Service Assignments:

- _____ Review the ES assignment with HR/supervisor prior to talking with the employee
- _____ Complete the [Request for Approval of Extra Service/Also Receives/Chair Stipend \(Form UP-8\)](#), if more room is needed, attach a justification with clear measurable deliverables
- _____ Have confirmation from your supervisor via e-mail that the employee's extra service is supported
- _____ 20% of base salary checked; no more than 20% can be earned from 9/1 to 8/31 (academic) and 7/1 to 6/30 (professional)
- _____ Are there multiple extra service assignments? All extra service requirements cannot exceed 20% combined.
- _____ Scope of work is compared to job description and performance program; is it extra service?
- _____ Scope of work is deemed extra service with clear measurable deliverables
- _____ Start and end date of the scope of work notated
- _____ Approvals per the UP8 form including leadership and the employee's are received prior to the commencement of work (HR will facilitate approval and signatures on the UP-8 form)

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Checklist for Dual Employment:

_____ For a SUNY Poly employee working at another State agency, the SUNY Poly employee must complete a [Dual Employment/Extra Service Approval Form \(AC 1588\)](#) and secure approval from SUNY Poly per the form.

_____ For an employee from another State agency who wishes to work at SUNY Poly, the employee must provide a dual employment form authorized by the employee's State agency.

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