

## **Extra Service Compensation for Professional and Classified Employees in the Division of Academic Affairs**

The College defines extra service as “work by a State employee at a SUNY unit other than that to which he or she is regularly assigned or service over and above full-time services rendered to SUNY College at Brockport.” Further, extra service work must clearly exceed work “normally performed under the regular obligation” and it must be “performed outside of normal working hours. “

Beginning July, 2010 Academic Affairs will approve extra service compensation only in extraordinary circumstances. Department managers and other supervisors will carefully evaluate all extra service requests, and minimize extra service expenditures. Managers must be attentive to the College’s requirements that extra service be performed outside of normal working hours, and that it exceed the normal workload expectation. Managers must also explore all reasonable alternatives to extra service compensation. Such alternatives include:

- Reprioritizing work within the department.
- Developing workflow efficiencies to enable existing employees to perform new, high priority work.
- Assuring that all employees are working to full capacity, and that their focus is on high priority needs.
- Making effective use of student employees.

### **Procedures for Extra Service Compensation in the Division of Academic Affairs**

- All Academic Affairs extra service requests must include a letter of justification containing the following:
  - A description of the employee’s current responsibilities and work schedule
  - A description of the extra service to be provided
  - A schedule for when the service will be performed.
  - For professional employees, an analysis of how and why the extra service duties fall outside of the employee’s normal professional obligation.
- Supervisors seeking extra service from an employee outside their departments must consult the employee’s supervisor and secure the approval of the department head **in advance** of offering an extra service appointment.
- Complete the appropriate extra service request forms found at <http://www.brockport.edu/hr/forms/>.
- Route extra service request forms and the letter of justification for required approvals.