



Additional Compensation #1710.110

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
July 2005	May 7, 2025	Compensation Administration

POLICY STATEMENT

Employees may be eligible for secondary appointment which constitutes additional compensation provided that the secondary appointment does not interfere with the employee's primary work. The secondary appointment should not result in any conflict of interest between the two roles and is determined as being in the best interest of the University.

The primary purpose of additional compensation is to compensate employees for services performed outside of their primary job for a different department and different supervisor. Consequently, duties that are performed above and beyond the employee's normal primary job functions within the same department cannot be paid as additional compensation.

Approval must be requested and granted by the Division of Human Resources prior to commencement of the secondary appointment regardless of funding source.

The University is considered "the employer," whether the secondary duties are performed for the primary department, or for another department at the University. . In addition, the secondary duties must be different than the employee's primary duties.

Consequently, such employment may not be disassociated from the primary employment, and all hours worked in a workweek in such jobs must be aggregated together for non-exempt employees to determine if overtime over forty hours is due.

Applies to Faculty Employees:

Available extra compensation appointments within the University shall be offered equitably and as appropriate to qualified nine or twelve-month faculty. Only employees holding established positions are eligible for extra compensation.

Approval for extra compensation must be secured from the employee's supervisor, prior



to contracting for services, including instructional and non-instructional activities. Normally, nine-month faculty employees may not receive extra compensation for more than one three (3)-credit course per term and may not teach off-campus credit courses for extra compensation for more than two (2) semesters during the fiscal year.

For twelve-month administrative employees who have been approved for extra compensation conducted during normal working hours, the individual must use accrued vacation leave for these hours.

Activities for which extra compensation are authorized may include:

- Off campus credit courses;
- Sponsored credit institutes and fee for service programs;
- Credit courses that are not designated as part of the employee's in-load assignment;
- Distance learning credit course design and/or instruction;
- Study travel credit courses;
- Dual enrollment courses;
- Technical assistance such as that offered through Teacher Education Centers;
- Scheduled non-credit activities such as conferences, symposia, institutes, workshops or short courses;
- Consultative services which are part of sponsored research or training grant/contract;
- Other educational sites over 1.0 FTE;
- Externally funded training programs.

SCOPE

This policy applies to all non-exempt employees.

REASON FOR POLICY

To administer the approval of additional University employment and compensation.

DEFINITIONS

TERM	DEFINITIONS
N/A	



ROLES AND RESPONSIBILITIES

N/A

RELATED RESOURCES

N/A

CONTACTS

Florida International University
Compensation Administration
11200 S.W. Eighth Street - PC 226
Miami, Florida 33199
Telephone: (305) 348-2181

HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): August 9, 2024; May 7, 2025.