

**Procedures and Guidelines for Also Receives Compensation
for Academic and Professional Employees
Policy Number 40001.1**

Type of Policy: Human Resources- Payroll

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Reason for Policy: This policy exists to provide guidance on what constitutes additional responsibilities eligible for "Also Receives", and how to seek approval, monitor and notify employees.

Policy Statement: **Overview and Definition:**

Academic and Professional employees may be asked to assume responsibilities for additional duties or assignments (typically within their primary department) which may be unrelated to, or independent of, their normal or standard work responsibilities. When such assignments are clearly not part of the employee's normal work responsibilities, additional compensation may be permitted at management's discretion. The State University of New York may compensate annually paid professional employees an amount in addition to basic annual salary through use of the Also Receives (ALR) payment code for such assignments. There are generally three main types of situations where this payment mechanism would be appropriate for use:

1. Work that is in addition to, and substantially increases or expands the scope of the employee's normal professional responsibilities, but that may be completed during their regular professional obligation (although additional work hours may be necessary). The assignment is usually limited in nature or may be aligned with a responsibility where the additional compensation will end when the assignment and/or funding ends. Examples are:
 - a. Taking on additional (typically higher level) assignments for a limited time in the case of employee turnover or leave of absence (for example, the Director of Student Accounts leaves and the Assistant Director is asked to take on some or all of those duties while a search is being performed).
 - b. Performing additional assignments that substantially increase or expand the scope of the employee's responsibilities, are often anticipated to be temporary in nature or for a specific project, and will conclude when the assignment and/or funding ends (for example, a faculty member having additional duties in an

- administrative role during a program review or an employee's scope of responsibility being substantially increased due to a long-term absence of a co-worker with similar responsibilities).
- c. Performing ongoing work or providing availability outside of typical business hours that would end if the work schedule or operational need to be available changes or is ended.

The amount of an Also Receives paid for the above situations should be limited to 20% of the employee's total salary on an annual basis. This is consistent with policies in place for Extra Service. Providing an employee with an Also Receives does not preclude an employee from receiving other forms of additional compensation where appropriate. It should be noted that Also Receives is separate and distinct from the payment of Extra Service as the assignment for which Also Receives is compensated may be completed during the employee's normal obligation (for example, serving as the interim Director of Student Accounts), although additional work hours may be necessary. An Also Receives assignment is generally not easily quantifiable from a time perspective or tied to a set schedule. Extra Service is applicable to performance of service outside the typical workday and/or beyond that normally required by the professional obligation as defined by the individual's performance program or established faculty workload (example, a full-time faculty member teaching an additional class). Extra Service is generally quantifiable or tied to a set schedule/number of additional hours.

Exceptions to amounts in excess of 20% may be requested in writing from the Office of University-wide Human Resources. The request must include an outline of the additional duties, a justification for the additional amount, and the expected duration.

Transition Allowance - Where an interim or acting president has been appointed by the Board of Trustees and has moved onto or near campus to conduct the business of that campus, or a senior officer has been hired in a newly appointed position, the University may provide an additional or alternate housing or transition allowance of up to \$3,000 per month for up to 12 months.

Approval Process:

The Also Receives approval process begins with a review of the proposed assignment by the employee's supervisor against the current performance program or established faculty workload to ensure the proposed assignment is not duplicative, is substantially different from the current duties, and will not interfere with the employee's current responsibilities. Written approval must be obtained prior to the start of the assignment and work performed in advance of such approvals will not be compensated, unless the campus specifically makes a determination to compensate an employee retroactively for justifiable reasons such as the duties being assumed suddenly where it was not feasible to obtain the appropriate approvals in advance or a delay in funding if the Also Receives is related to outside income. Justification should be documented for assignments

beginning prior to completion of proper approvals. The following information is required on an *Also Receives Form*:

- 1) A detailed explanation of the additional assignment that will be performed, how it is in addition to, and substantially different from the current performance program, and how it will be completed during the normal obligation.
- 2) Justification for the Also Receives compensation amount in consultation with the Office of Human Resources.
- 3) The anticipated beginning and ending dates of the assignment. If the amount is for additional assignments related to a vacancy, the Also Receives should end when the vacant position is filled.
- 4) If an end date is not easily determined, the amount should be reviewed and renewed at a minimum on an annual basis to ensure that assignment is still being done and if the amount of compensation is still appropriate.
- 5) Upon approval by the employee's direct supervisor or department chair, additional approvals from the appropriate campus staff including department/division head, human resources, budget, and/or campus executive leadership should be obtained.
- 6) The approved Also Receives compensation should be entered into the SUNY HR system using the appropriate beginning and ending dates.

Ongoing Monitoring:

- 1) The employee's supervisor, Human Resources, and/or Payroll departments will monitor the Also Receives on an ongoing basis, but not less than annually (unless there is a specific time provided in the appointment letter such as two years), to determine continued appropriateness of the Also Receives and the need for renewal.
- 2) A formally documented renewal should be completed when the Also Receives is expected to continue past the end date. The renewal should provide an explanation for the continuation along with an assertion that the work has been performed in a satisfactory manner. Any supporting documentation should be included with the form when it is sent to Human Resources for processing.
- 3) If the assignment for which an Also Receives is being paid is determined to be an ongoing and permanent part of the employee's responsibilities, the Also Receives should be discontinued and the employee should be given an appropriate base salary increase.

Notification to Employees:

Employees will receive an official notification of the amount of the Also Receives. The letter must state the amount of the Also Receives, the initial effective date and the specific circumstances by which the Also Receives will end (which may be a specific date or the elimination of the duties). If the Also Receives is renewed, an additional communication should be sent to the employee stating the amount and the terms.

Policy History:

Revision Date	Author/Owner	Description of the action on the revision date
November 27, 2020	Nicole M. Field	Adoption of the policy