



PERSONNEL POLICIES — SECTION 300

NUMBER: **376**

SUBJECT: EXTRA SERVICE/OVERLOAD COMPENSATION

LAST REVIEWED : 12/1/2016; 11/6/2020; 10/3/2022

EXECUTIVE COMMITTEE APPROVAL: 2/27/2017, 11/9/2020; 10/10/2022

EMPLOYEE REVIEW: MAY 4, 2017

BOARD APPROVAL: MARCH 15, 2017; 1/20/2021; 10/19/2022

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376.1 POLICY

1.1 MTECH recognizes that employees may serve in various capacities outside of their primary assigned roles. However, MTECH employees must be cognizant of their primary responsibilities within their primary departments. Extra service opportunities outside of primary roles are a privilege granted at MTECH's discretion to benefit the College and in some cases, for the professional development of the employee.

Employees may provide services to MTECH, either with or without compensation, beyond their primary roles if such services do not interfere or conflict with their primary assignments.

1.2 Full time faculty appointments require a full commitment of working time and effort. To ensure that quality in College programs remains high, and faculty have time to remain current in their content area and meet the individual needs of students, the College has an interest in making sure that faculty do not take on excessive amounts of work.

There are two categories of extra service which employees may perform with appropriate supervisory approval, **prior** to the service.

1.2.1 Unrelated Service

Unrelated service is professional service or activity unrelated to an employee's primary duties or assignments. The employee may receive remuneration for unrelated services provided that the preparation and performance of such services does not in any way conflict with the employee's primary MTECH assignment.

Extra teaching assignments, such as an evening course, regardless of whether the subject matter is the same as the primary assignment, will be paid at the job rate for that particular position, not at the employee's primary hourly rate, when clearly outside of, or in addition to, the primary duty hours.

1.2.2 Role-Related Services

Role-related services are projects, services or activities which contribute to the employee's profession and MTECH's role but are performed outside of regularly scheduled work hours. The employee may receive extra monetary compensation for role-

related services with a vice president's or associate vice-president's signature approval. However, at the request and authorization of the employee's supervisor, extra time worked may be eligible for earned compensatory time, if the service is performed outside of the regularly assigned hours of the employee.

1.3 Limitations

Part-time employees are eligible for monetary compensation for hours worked. Part-time hours are to be kept at or under a 28 hour weekly annual average.

376.2 PROCEDURE

2.1 Requesting Approval

- 2.1.1 An employee (or supervisor on behalf of the employee) requesting permission to perform extra service must submit an Extra Service Agreement Form to his or her immediate supervisor, outlining time requested, the nature of the extra-service work, and the benefit to MTECH.
- 2.1.2 This form should be completed BEFORE the extra service is performed.
- 2.1.3 The employee, supervisor, applicable Director of Programs and Associate Vice President must approve the extra service agreement and submit to Human Resources.
- 2.1.4 Once approved, the employee uses the Extra Service Tracking Form to record extra hours worked. Once completed, the form is submitted to the employee's supervisor or Program Director for approval, and then submitted to Human Resources.

2.2 Compensation

Payment for extra service, where approved, is made on the next payroll following submission of both forms to Human Resources for verification.

2.3 Responsibility

2.3.1 Directors and Supervisors

Directors and supervisors are responsible for reviewing extra-service agreements with employees to ensure interference or conflict with the employee's primary duties will not occur.

2.3.2 Employees

Employees are responsible for completing the appropriate forms and obtaining approval prior to any extra service being performed.