July 29, 1996

CHANCELLORS
LABORATORY DIRECTORS
SENIOR VICE PRESIDENT--BUSINESS AND FINANCE
VICE PRESIDENT--AGRICULTURE AND NATURAL RESOURCES

Delegation of Authority--Exceptions to Policy 30.L, Restrictions (Additional Compensation)

Staff Policy 30.L provides that an employee who is appointed at 100 percent time shall not receive additional compensation for any work which is related to the employee's appointment. Payments for overtime earned by non-exempt employees, payments for teaching regularly scheduled University Extension courses, and administrative stipends are exempted from this restriction.

Effective immediately, in your respective areas of responsibility, you are authorized on an exceptional basis to permit a full-time employee appointed to a Professional and Support Staff position to receive an additional appointment for work in another department or in a different class in the same department provided that:

- it is impractical to employ another person;
- the additional appointment will not exceed a total of twelve calendar months;
- the time worked on the additional appointment will not be detrimental to the employee's performance; and
- the employee's full-time department head agrees to the arrangement.

Part-time appointments that total more than 100 percent may also be permitted under the conditions listed above.

If an employee works full-time in an exempt class, including any academic position, and works additional hours in another class that is non-exempt, no premium overtime will be paid as long as the time spent performing non-exempt duties in both positions totals less than 20 percent in which case the time spent in the non-exempt position will be compensated at the straight time rate of that position.

If the employee works full-time in a non-exempt class and works overtime in a class that is exempt, including any academic position, the overtime shall be compensated at the premium rate.

Any redelegation of this authority shall be in writing with copies provided to the Senior Vice President--Business and Finance and to the Special Assistant--Coordination & Review.

Sincerely,

Richard C. Atkinson
President

cc: Members, President's Cabinet
Assistant Vice President Levin
Special Assistant Gardner
Principal Officers of The Regents