



The University of Southwestern Louisiana

Lafayette, Louisiana 70504-0400



Office of the Vice President
for Business and Finance
P. O. Box 40400

Université des Acadiens
(318) 231-6235
LINC 326-6235

DATE: August 24, 1994

TO: Dr. Ray Authement
Dr. Gary Marotta
Mr. Raymond Blanco
Dr. Wayne Denton
Mr. E. Joseph Savoie
Mrs. Della Bonnette

FROM: Ovey Hargrave, Jr.
Vice President for
Business & Finance

In connection with the changes which were made in June regarding extra compensation, I am enclosing a revised policy statement.

Specifically, the change involved the deletion of the provision regarding the use of annual leave during the regular workday.

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Enclosure

(Revised 6/20/94)

**COMPENSATION LIMITATION FOR
ACADEMIC AND OTHER NON-CLASSIFIED PERSONNEL**

Compensation includes income on any check issued by The University of Southwestern Louisiana.

Fiscal Year Employees

Compensation from all USL sources between any July 1 and June 30, inclusive, may exceed regular fiscal year compensation only when said compensation meets the requirements of the listed "exception." Total compensation from all USL sources for fiscal year employees, including payment through exception, may not exceed 1.20 x regular fiscal year salary.

Exception

Payment for work performed on a contract basis during weekends, evenings, or official holidays for which appropriate administrative approval has been granted (e.g., University College and Continuing Education classes).

Academic Year Employees

Compensation from all USL sources for any academic year may exceed the regular academic year compensation only when said compensation meets the requirements of the listed "exception." For any summer (time between ending of spring semester and beginning of fall semester), compensation may reach a maximum of 3/9 x academic year salary. Total compensation from all USL sources for academic year employees, including payment through exception, may not exceed (1.25) times (academic year salary) for the academic year plus (3/9) times (academic year salary) for the summer.

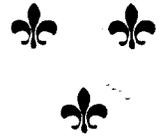
Exception

Payment for work performed on a grant or contract basis when all University funded research release time has been purchased and the employee has provided clear documentation that such activity does not interfere with academic duties and that the funding source approves payment of the additional compensation (e.g., research grants and contracts, University College and Continuing Education classes).



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*Office of the Vice President
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June 14, 1994

*Université des Acadiens
(318) 231-6235
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**Dr. Ray Authement
President
Campus**

Dear Dr. Authement:

I have reviewed the subject of extra compensation for twelve months administrators, including discussing this matter with our System President and Vice President, a representative of TRS, and attorney Pat Douglas with the Commission of Ethics for Public Employees and have concluded that the following guidelines should be used when considering extra pay for these individuals.

1. Regarding the Ethics Commission ruling which alludes to Board approval for supplemental compensation, this applies only to compensation received from outside support groups such as the Alumni Association and the Foundation. We are presently in compliance with this regulation.

Ms. Douglas informed me that administrators teaching a class should not be responsible for establishing that class or have supervisory authority over the class. As an example, a dean of the college should not be able to establish an evening class for his college and then appoint himself/herself to teach the class. The same would apply to the recipients of grants and contracts where extra pay is involved.

2. Administrators may periodically teach courses outside of their regular workload and receive comparable compensation as other faculty members. The teaching cannot take place during the normal workday. Moreover, individuals cannot take annual or compensatory leave during the regular workday for the purpose of earning supplemental compensation. Teaching in the evening or on weekends is acceptable for extra pay.
3. The extra pay will be part of total compensation for retirement purposes, but no additional service time will be earned.
4. The extra compensation policy related to fiscal year employees needs to be changed to remove the language which allows the use of official leave for the purpose of earning extra pay.

Should you have any questions or need any additional information, please contact my office.

Sincerely,

**Ovey Hargrave, Jr.
Vice President for
Business & Finance**