

Standard Practice Guide Policies

Non-Appointment Related University Compensation

201.85

Applies to: All Faculty and Staff

I. POLICY

Appointment as a full-time faculty or staff member generally precludes other employment at the University. Compensation for full-time appointments will cover all responsibilities to the University, including teaching, research, administrative and supervisory duties or other professional activities. Non-appointment related compensation may be approved for services which are clearly above and beyond those services which are associated with the faculty or staff member's regular duties.

II. REGULATIONS AND DEFINITIONS

- A. It is the responsibility of the funding unit to assure that the faculty or staff member is eligible to engage in employment or provide supplemental services in addition to their regular appointment. Such assurance should always be obtained from the administrative department prior to any agreement being reached with the individual providing the service. It is the responsibility of the individual providing the service and the administrative unit to assure compliance with SPG 201.65-1 (/policy/201.65-1), "Conflicts of Interest and Conflicts of Commitment," and any additional unit implementation policies relative to conflict of interest and conflict of commitment.
- B. Any instructional faculty member who wishes to do work for University compensation in any unit - when that work falls outside the responsibilities of their regular appointment(s) - should consult with the appropriate dean or unit head beforehand.
- C. If the activity is a continuing one, arrangements should be made to provide the staffing by making fractional secondary appointments as part of the staff member's regular appointment.
- D. If the non-appointment activity is outside the major unit, but entails closely related duties, the compensation should not exceed the individual's current rate of compensation.
- E. Exclusions:
 1. Non-appointment compensation may not be used for staff members performing their regular duties or closely related duties within the staff member's major unit.
 2. Other than in some limited exceptions, payments to non-exempt staff should be included in the calculation of overtime consistent with FLSA standards.
- F. Career Family Classification staff and members of a collective bargaining group absent from their regular position while performing supplemental services for another unit must record such absences consistent with acceptable practices for the appropriate time report. They may elect to use accrued vacation time in addition to the non-appointment compensation, or they may request excused

absence without pay.

Procedures: <http://wolverineaccess.umich.edu/> (<http://wolverineaccess.umich.edu/>), PeoplePay

Notes

July 2018: Reviewed with no changes

File Attachments

Printable PFD of SPG 201.85, Non-Appointment Related University Compensation (</sites/default/files/policies/Non-Appointment%20Related%20University%20Compensation%20-%20Standard%20Practice%20Guides%20-%20University%20of%20Michigan.pdf>)

SPG Number:

201.85

Applies To:

All Faculty and Staff

Date Issued:

March 1, 1977

Owner:

University Human Resources; Office of the Provost and
Executive Vice President for Academic Affairs

Last Updated:

December 11, 2023

Primary Contact:

University Human Resources and the Office of the Provost and
Executive Vice President for Academic Affairs

Next Review Date:

December 11, 2028

Related Policies:

Conflicts of Interest and Conflicts of Commitment (</policy/201.65-1>)

Work Outside the University (</policy/201.65-0>)

Related Links:

Additional Pay Resources (<https://hr.umich.edu/working-u-m/management-administration/compensation-classification/additional-pay-resources>)

Hard copies of this document are considered uncontrolled. If you have a printed version, please refer to the University SPG website (spg.umich.edu) for the official, most recent version.

© 2023 The Regents of the University of Michigan