

ARTICLE II: EMPLOYMENT PRACTICES
Section 4. Monetary and Non-Monetary Compensation

**Policy 4.1: Employment, Consulting, Outside Research
and Professional Activities**
Issued: February 1, 2001

State law passed by the legislature in 1969 (H.B.#98) requires all faculty in state-supported institutions of higher education to obtain institutional approval prior to accepting outside research or consulting assignments. Chicago State University Board of Trustees approved a policy on outside gainful activities in the areas of "teaching, research, consulting or like professional activities" which should be reported to the president or her/his designee.

The University recognizes the professional status of the administrative and academic (faculty) officers within its institutions. Therefore, it permits extra professional activities, directly related to individual expertise, by these officers which contribute to individual and institutional development and/or address needed larger community service if such activities do not interfere with the specific contractual responsibilities of the individuals involved.

State law (110 ILCS 100/1-3) establishes certain guidelines concerning contracting for or accepting anything of value in return for research or consulting services. In addition, Chicago State University Board of Trustees sets forth policies concerning outside gainful professional employment of the faculty and administrative staff of its several institutions.

1. To insure a proper accounting of all activities and the assurance of a high level of maintenance of essential institutional services, all activities not under the armor of the institution in the areas of teaching, research, consulting or like professional activities shall be reported to the president or her/his designee.
2. Compensation for such activities wherein funds do not flow through the college or university shall be of concern only to the parties involved.
3. Compensation for activities wherein the college or university acts as the fiscal agent shall be within the framework of existing salary policy since these activities shall be considered part of the total institutional program. If for temporary institutional or individual reasons an overload occurs, then additional compensation may be provided in proportion to the overload; however, such a practice is not encouraged unless absolutely necessary and in no case shall payment exceed established guidelines.

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**Policy 4.2: Overtime Compensatory Pay and Accumulation
in Connection with Special Projects
Issued: March 1, 2001**

Occasionally the university may have special projects which shall require significant amounts of overtime for specific individual staff members. When this occurs, the following procedures may apply:

- A. In rare instances because of non-recurring and emergency projects, it may be in the best interest of the University to compensate exempt Civil Service and A&P employees for extra work. The mechanism for providing such extra compensation will be a temporary increase in the monthly salary. It is expected that such increases will range from 5% - 15%.
- B. The project must be identified as such and will have a specific beginning and end date.
- C. Approval by the appropriate Vice President must be obtained prior to scheduling the overtime.
- D. Non-exempt employees must be paid at the overtime rate of time and one-half for all hours over 37.5 hours per week or be given compensatory time calculated at the same rate.
- E. With approval of the appropriate Vice President and notification to the Payroll Department, the affected department may allow the designated staff to carry over vacation accrued during the life of the project, even though it may be in excess of the normal maximum.

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**Policy 4.3:Compensatory Time for Non-Exempt
Civil Service Employees
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In accordance with the provisions of the 1985 amendment to the Fair Labor Standards Act, Chicago State University Policy on compensatory time is as follows:

1. For non-negotiated employees, the University may grant compensatory time off, in lieu of or in combination with cash payment, at the rate of time and one-half for all time worked in excess of the lesser of:
 1. 40 hours in a workweek, or
 2. the number of hours in the employee's established full-time workweek.

Such compensatory time off shall be earned only with supervisory approval and is subject to a maximum accrual of 240 total earned hours for time worked after April 15, 1986, by employees not engaged in public safety work. Compensatory time off earned by an employee at any time for work in excess of 37.5 hours but not in excess of 40 hours in a workweek is not included in computing this 240 hour maximum. This maximum does not include compensatory time off accrued prior to April 15, 1986.

2. Payment made to an employee for use of accrued compensatory time shall be at the employee's regular rate at the time the employee receives payment.
3. An employee must be paid for unused accrued compensatory time upon termination of employment. The rate of pay must be the employee's regular rate.
4. Accrued compensatory time may be used by an employee only with approval of the employee's supervisor. An employee will be allowed to use accrued compensatory time within a reasonable period of requesting such use, unless such use would unduly disrupt the employer's operations. When an employee uses compensatory time, such time is not counted as hours worked during the applicable workweek in determining whether overtime compensation is required.
5. For negotiated employees, the accrual and use of compensatory time shall be as provided in the appropriate collective bargaining agreement.

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Policy 4.4: Civil Service and Administrative/Professional Personnel:
Release Time to Serve on University Committees

Issued: April 1, 2001

Public Service activities are those activities that benefit the University community. A staff member who wishes to engage in such activity should first seek approval of her/his supervisor if such activity will require time away from work.

In reviewing such requests, a supervisor is to consider the reasonableness of the amount of time which may be spent away from the job and the ability of the staff member to accomplish all of her/his University work responsibilities. In general, approval would not be given for such service on more than one committee at a time.

Such time away from work, when approved, shall not be deducted from vacation time, but shall be considered time worked for reporting purposes.

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Policy 4.5: Overrides or Compensatory Time
Issued: June 1, 2001

This is to bring to your attention to a newly implemented policy concerning overrides.

A. DEFINITIONS

An override is any monetary compensation over and above an employee's annual contract salary earned during the contract period. This includes, but is not limited to payments for extension courses, non-credit courses, and participation in grants.

B. CSU RECOMMENDATION

In establishing a university recommendation on overrides or compensatory time, it is expected that most special activities will be accomplished during the regularly scheduled work day. When an override is sought as compensation for additional duties and responsibilities, such compensation shall not exceed 25% of the individual's annual base salary.

Each individual submitting a request for approval of an override or compensatory time must adhere to the following procedure:

- A. A written statement setting forth the rationale and merits of the request is prepared.
- B. A review of the rationale and merits made by the supervisor and the next administrator in the chain of command to determine if an override and/or compensatory time is appropriate.
- C. The precise percentage of override and/or compensatory time is determined by the appropriate vice president and immediate supervisor.
- D. The determination is made in the context of program needs and projected effort necessary to implement the proposal.
- E. If subsequent changes are requested, the approval of the appropriate supervisor and appropriate vice president is required.

The president, or any person classified as Administrator Level I and II is not eligible for a salary override or compensatory time.

For any person classified as Administrator Level III, an override or compensatory time may

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Policy 4.5: Overrides or Compensatory Time
(Continued)

Issued: June 1, 2001

be granted for teaching evening courses only.

Any employee classified as Administrator Level IV or V may receive an override or compensatory time for any work performed after the regularly scheduled work day.

The appropriate vice president shall recommend to the president whether an employee shall receive a salary override or compensatory time.

Effective immediately, all overrides, including those awarded in faculty and administrative areas, must first have the approval of the University President.