Hamilton College
Special Pay Policy

Updated: November 2, 2009

Overview

A payment made to an employee for services performed outside of and beyond the scope of regular employment falls into the category of "special pay". This type of payment can also include payment for specialized services for short term or temporary assignments. This policy is intended to ensure consistency, transparency and controllership in the issuance of stipends and other special pay.

Stipends

1. Administrators and Staff

   Employees in these groups may, on occasion, be eligible to receive stipends for taking on duties which are clearly beyond the scope of their position. Such situations should be unique and non-recurring. In cases where the employee's position has fundamentally changed on a permanent basis, consideration should be given to adjusting the position description and adjusting the standard earnings. Please contact Human Resources for more information.

2. Faculty

   Faculty teaching obligations are clearly defined by department and discipline. When the College asks a faculty member to take on responsibilities beyond the normal teaching load, an overload stipend may be provided. The College may also provide extra compensation, and/or appropriate course load reduction for faculty members serving in such roles as department or program chairs or grant administrators.

Other Types of Special Pay

Other types of special pay include but are not limited to music performance or lesson fees, payment to fitness instructors, part time coaches or other short term or temporary assignments which are outside of regular duties.

Process

The attached Special Pay Authorization Form should be received by the Payroll Office by the 15th of the month in which payment is requested for monthly employees. For weekly employees, the form should be received by the Payroll Office by the Friday prior to the Friday in which payment is requested.

The Special Pay Authorization Form must be approved by the Chair or Department Head and the Senior Staff Member with oversight of the division. For a listing of Senior Staff, please refer to https://my.hamilton.edu/college/president/seniorstaff.html

For questions regarding this policy, please contact the Business Office at ext. 4376 or Human Resources at ext. 4301.

Business Office 315-859-4376

Hamilton

Special Pay Authorization Form

Purpose: To request payment for services performed outside of and beyond the scope of regular employment. Also to request payment for specialized services for short term or temporary assignments.

Name: _____ **College ID #**_____ **Phone Ext:**_____

Department:_____ **Budget Line:** _____

Pay Group (check one): ☐ **Faculty** ☐ **Admin** ☐ **Staff**

Time period for which services are rendered: From _____ **To**_____

☐ **Single Payment** **Pay Date**_____ **Amount** **$**_____

or

☐ **Multiple Payments** **Pay Date**_____ **Amount** **$**_____

If more than 3 payments, **Pay Date**_____ **Amount** **$**_____

please use back of form. **Pay Date**_____ **Amount** **$**_____

Total **$**_____

Description of services rendered (Please attach copies of related correspondence, agreements, etc.):

I certify that these payments are in compliance with the terms and conditions set forth in the attached Special Pay Policy and all conditions imposed by the funding source (operating budget, research grant, etc).

_____ _____ _____

CHAIR/DEPARTMENT HEAD (PRINT NAME) SIGNATURE DATE

_____ _____ _____

SENIOR STAFF APPROVAL (PRINT NAME) SIGNATURE DATE

Please contact Payroll at ext. 4376 or 4316 with any questions.