

**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 15<sup>th</sup> 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.



# 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:

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