



## Extra Service Procedure

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Extra Service is defined as: Work performed by academic and professional staff in a State payroll agency other than the one to which the employee is regularly assigned or special assignment performed by academic and professional staff at their own campus which is substantially different from or in addition to an individual's professional responsibilities. Extra service assignments may be performed on the home campus but must be in addition to and must not interfere with the individual's regular responsibilities.

No employee may engage in other employment that interferes with the performance of the employee's professional obligation. No full-time employee of the University may assume another full-time position or obligation either within or without the University while receiving compensation from the University. Additionally, all extra service activities must conform to the ethical standards mandated by NYS Public Officers' Law §74. (<http://www.dos.state.ny.us/ethc/POL74.html>) Such assignments may include service by those holding positions other than academic rank, i.e. administrators and other professionals. These assignments may involve, but are not limited to, teaching, research, and public service. Extra service must be closely monitored. It must be clearly demonstrated that any extra service exceeds that which is normally performed under the regular obligation and outside of normal working hours.

All extra service assignments at Morrisville State College may only be offered subject to the advance approval of the individual's immediate supervisor and the appropriate Vice President. Authorization for approval of extra service for professional employees except M/C has been delegated by the Chancellor to the Chief Administrative Officer of each campus. Extra service for M/C employees requires approval of the Chancellor or his designee.

No employee may engage in other employment that interferes with the performance of the employee's professional obligation. No full-time employee of Morrisville State College may assume another full-time position or obligation either within or without Morrisville State College while receiving compensation from the Morrisville State College. Additionally, all extra service activities must conform to the ethical standards mandated by NYS Public Officers' Law § 74.

Compensation for extra service is not to exceed an amount equal to 20 percent of base annual salary in any academic or calendar year. Summer employment outside the period of an academic year obligation does not constitute extra service. Compensation for such summer employment is covered by the University policy on Summer Session Appointment and Compensation Rates. ([http://www.suny.info/policies/groups/public/documents/policies/pub\\_suny\\_pp\\_036094.htm](http://www.suny.info/policies/groups/public/documents/policies/pub_suny_pp_036094.htm)) Depending upon the employee's primary State employment status and the nature of the extra service assignment to be performed, certain approvals must be obtained before this campus is able to pay the individual for extra service.

The following table shows the forms that are required for payment:

Negotiating Unit/ Type of Service	Forms Required	Approval Required
UUP/ Working at own campus	AC-873 ES-101	Supervisor Vice President Human Resources
UUP/ Working outside own campus	UP-8 AC-873	President (Approved UP-8 sent to campus paying Extra Service)
M/C (13)/ Working at own campus	AC-873 ES-101	Supervisor Vice President Human Resources
M/C (13)/ Working outside own campus	UP-6 AC-873	President
Dual Employment/ Full time employee from another agency working extra service at SUNY	AC-1588 AC-873	President

**Please note: It is the responsibility of the department/division employing each individual to see that all extra service required documents are submitted in a timely fashion.**

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