



Approved By: Cabinet
Effective Date: June 4, 2009

Category: Human Resources
Contact: Human Resources
(585) 245-5616

POLICY

All requests for personal services paid through the Geneseo Foundation to current SUNY Geneseo employees shall be approved by the appropriate Vice President and shall be processed through the Human Resources Office prior to execution.

PROCEDURE

1. Foundation payments for personal services of current SUNY Geneseo employees must be made as a reimbursement to a Geneseo Foundation Income Fund Reimbursable [GF IFR] account as follows:
 - *Work performed by academic and professional staff that is different from or in addition to an individual's professional obligation* will be paid as 'Extra Service' via the State payroll. The amount of the Extra Service payment will be reimbursed to the GF IFR and offset the state payroll expense for the employee's assigned account. Extra service payments require prior approval from the President or designee in advance of performing the work.
 - Work performed that is normally required as part of the employee's professional obligation will be reimbursed to the GF IFR and offset the state payroll expense for the employee's assigned account. The employee will not receive additional funds for performing such work. This option is applicable when a SUNY Geneseo employee is performing work for the Geneseo Foundation and falls within the scope of his/her duties. In this instance, the employee's line can be split charged between GF IFR and a State account.
2. Foundation payments for personal services must be made through the GF IFR when the work performed is coincidental to or the same as that assigned and expected of current SUNY Geneseo employees in the normal course of their jobs. All such personal service requests shall be approved by the appropriate Vice President and processed through the appropriate hiring procedures prior to execution.
3. All payments flowing through the GF IFR will be subject to relevant fringe and overhead assessments consistent with current IFR guidelines.