

**Policy Title: Also Receives Compensation**

Approved By: Cabinet  
Effective Date: 7/1/2021

Category: Human Resources  
Policy Owner: Human Resources  
Office Number: (585) 245- 5616

**SCOPE**

This policy applies to professional and academic employees.

**POLICY STATEMENT**

Academic and professional employees may be asked to assume responsibility for additional duties or assignments (typically within their primary department) which may be unrelated to, or independent of, their normal or standard work responsibilities. When such assignments are clearly not part of the employee's normal work responsibilities, additional compensation may be permitted with appropriate prior written approvals as outlined in the approval process section of this policy.

**POLICY**

SUNY Geneseo may compensate annually paid academic and professional (employees in UUP & M/C represented titles) employees an amount in addition to their basic annual salary through use of the Also Receives (ALR) payment code for additional duties or assignments outside their normal or standard work responsibilities. There are generally two main types of situations where this payment mechanism would be appropriate for use:

1) Work that is in addition to, and substantially increases or expands the scope of the employee's normal professional responsibilities, but that may be completed during their regular professional obligation (although additional work hours may be necessary). The assignment is usually limited in nature or may be aligned with a responsibility where the additional compensation will end when the assignment and/or funding ends. Examples are:

- Taking on additional (typically higher level) assignments for a limited time in the case of employee turnover or leave of absence (for example, the Director of Student Accounts leaves, and the Assistant Director is asked to take on some or all of those duties while a search is being performed).
- Performing additional assignments that substantially increase or expand the scope of the employee's responsibilities, are often anticipated to be temporary in nature or for a specific project, and will conclude when the assignment and/or funding ends (for example, a faculty member having additional duties in an administrative role during a program review, or an employee's scope of responsibility being substantially increased due to a long-term absence of a co-worker with similar responsibilities).

2) Transition Allowance: Where an interim or acting president has been appointed by the Board of Trustees and has moved onto or near campus to conduct the business of that campus, or a senior officer has been hired in a newly appointed position, the College may provide an additional or alternate housing or transition allowance of up to \$3,000 per month for up to 12

months but should be reviewed every 3 months.

The amount of an ALR paid for the above situations should be a maximum of 20% of the employee's total salary on an annual basis. This is consistent with policies in place for Extra Service, which also has a maximum of 20% of the employee's total salary on an annual basis. Providing an employee with an ALR does not preclude an employee from receiving other forms of additional compensation where appropriate.

It should be noted that an ALR is separate and distinct from the payment of Extra Service as the assignment for which an ALR is compensated may be completed during the employee's normal obligation (for example, serving as the interim Director of Student Accounts), although additional work hours may be necessary. An ALR assignment is generally not easily quantifiable from a time perspective or tied to a set schedule. Extra Service is applicable to performance of service outside the typical workday and/or beyond that normally required by the professional obligation as defined by the individual's performance program or established faculty workload (for example, a full-time faculty member teaching an additional class). Extra Service is generally quantifiable or tied to a set schedule/number of additional hours.

## **PROCEDURES**

The ALR approval process should begin with a review of the proposed assignment by the employee's supervisor against the current performance program or established faculty workload to ensure the proposed assignment is not duplicative, is in addition to, and substantially increases or expands the scope of the employee's normal professional responsibilities and will not interfere with the employee's current responsibilities.

- 1) Approval must be obtained prior to the start of the assignment. A Geneseo Employment Recommendation (GER) form must be completed and routed for supervisor, department head, and cabinet-level administrator approval. The GER form must include a payroll begin date and a payroll end date. The approved GER will then be sent to the Office of Human Resources & Payroll Services in accordance with the administrative payroll calendar deadlines.

NOTE: Please consult with Human Resources when paying an ALR to academic employees as these dates are very specific.

- 2) Attach a justification and detailed explanation of the additional assignment that will be performed, how it is in addition to, and substantially increases or expands the scope of the employee's normal professional responsibilities, and how it will be completed during the normal obligation.

## **ONGOING MONITORING**

- 1) The employee's supervisor and cabinet-level administrator must consult with the Human Resources to monitor the ALR on an ongoing basis to determine continued appropriateness of the ALR and the need for renewal.
- 2) A formally documented renewal, via the GER form, should be completed when the ALR is expected to continue past the end date using the above procedures. The renewal should provide an explanation for the continuation along with an assertion that the work has been performed in a satisfactory manner. Any supporting documentation should be included with the form when it is sent to Human Resources for processing.

- 3) If the assignment for which an ALR is being paid is determined to be an ongoing and permanent part of the employee's responsibilities, the ALR must be discontinued, and the employee should be given an appropriate base salary increase commensurate with the duties.

**NOTIFICATION TO THE EMPLOYEE**

Employees will receive an official appointment letter notifying them of the amount of the ALR. The letter must state the amount of the ALR, the initial effective date and the specific circumstances by which the ALR will end (which may be a specific date or the elimination of the duties).