

Procedure IV.4001.A.d, Extra Service Agreements

Associated Policy

Policy IV.4001.A, Compensation

Procedure

Extra Service Agreements (ESA) may be developed between the administration and exempt employees for special projects, typically when such assignments are accomplished outside the scope of the individual's regular duties and work schedule. ESAs up to \$5,000 must be approved by the Chancellor or Deputy Chancellor & President prior to the performance of any work towards the project. ESAs up to \$5,000 will be ratified by the Board of Trustees at the next scheduled meeting following approval. Any ESA above \$5,000 must be approved by the Chancellor or Deputy Chancellor & President and the Board of Trustees prior to the performance of any work towards the project. An ESA will not be initiated for a payment less than \$300.

The SLT will review all ESAs to ensure consistent application of procedures. The following procedures will be used by the administration in consideration of ESAs:

- ESAs may be considered only for assignments that are outside of the scope of the individual's normal responsibilities and work schedule, with allowances in the work schedule not to affect the normal duties of the employee.
- The designated term of an ESA shall not exceed one year and must be within the fiscal year.
- Projects or assignments that are considered eligible for compensation through an ESA would not be designated as College Service in the scope of the job requirements.
- Projects or assignments that relate to the scope of the employee's normal responsibilities as determined by leadership are not eligible for compensation through an ESA.
- Application for approval of work done under an ESA must acquire all necessary approvals before activity or service begins.
- An ESA should not be granted retroactively. Any special circumstances must be approved by the Deputy Chancellor & President.
- By way of example, ESAs may be offered for the development of new technical AAS degree programs but will not be offered for the revision of existing technical AAS degree programs.
- Because curriculum development is included in the regular duties of full-time faculty, ESAs will not be offered to full-time faculty for the development or the revision of

academic and/or technical courses including distance learning courses, except in unique circumstances and with written approval from the Deputy Chancellor & President.

- Prior to extending the offer to the employee, ESAs must be approved by, in this order: (1) the Human Resources department, (2) the authorizing budget authority for the expenditure, and (3) the employee’s leader.
- ESAs funded in whole or in part by a grant must be approved by the Office of Grants Management and the Vice Chancellor, Fiscal Affairs.
- All ESAs must have the signature and approval of the respective SLT member.
- ESAs must be in Human Resources with all required approval signatures two weeks prior to the regular meeting of the Board of Trustees at which ratification is sought.

Pay for ESAs should be for the scope of a project, not paid hourly. However, the total amount paid should be based on rates in accordance with the compensation Board approved salary or rate schedules approved by the Board of Trustees. In general, faculty compensation for extra service funded by the College will abide by the following criteria:

- For specialized responsibilities, with required specific professional expertise, the rate will be the part-time faculty instructional rate in effect at the time of approval.
- For all other projects, the rate will be the faculty non-instructional rate in effect at the time of approval.

Date of SLT Approval	October 30, 2018
Effective Date	December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources