

**AUTHORIZATION FOR EXTRA COMPENSATION FOR  
ADMINISTRATORS WITH FACULTY RANK**

(This Document is Required for Payment of 4031 Funds to Full Time Faculty Administrators)

Faculty Handbook Statement Regarding Authorization for Extra Compensation for Administrators with Faculty Rank (**BOV Policy, #1493**):

**I. Philosophy:**

Administrators with faculty rank are a major component of the university's professional management staff. Administrators are assigned responsibility for a variety of tasks and programs, including, but not limited to departmental management, committee work and special projects.

**II. Definition:**

Extra Monetary Compensation: Payment from the university above the salary set forth in the administrator's annual notice of appointment.

**III. Policy:**

- A. The amount reflected in the annual notice of appointment is the total salary that an administrator shall receive for work directly or indirectly related to his/her administrative position at the university, regardless of the time necessary to complete the work.
- B. All university administrators with faculty rank are exempt from the provisions of the Fair Labor Standards Act.
- C. Administrators with faculty rank who provide services which are completely unrelated to their direct and/or presumed administrative responsibilities may receive extra monetary compensation. The administrator may also receive extra monetary compensation for teaching any credit courses, unless provided otherwise in the position description. The additional compensation must be provided pursuant to an addendum to the administrative letter of appointment, which describes the additional responsibility to be performed and the extra compensation to be paid.
- D. Any work for which an administrator will receive extra compensation from an Old Dominion University source requires the advance approval of the administrator's vice president and execution of an addendum by the president.
- E. Outside employment performed for any employer other than Old Dominion University is governed by the Outside Employment Policy for Administrative and Professional Faculty.

---

**AUTHORIZATION**

I, \_\_\_\_\_, certify that the payroll request submitted on behalf of  
(Budget Unit Director Name)  
\_\_\_\_\_ is for the payment of administrative or technical services completely  
(Payee/Employee Name)

unrelated to the direct and/or presumed administrative or technical responsibilities of the employee's full time position at the university, that the work was completed outside of the normal duty hours required by the employee's full time position, and that this payment complies with all the rules and regulations required by the above policy on extra compensation for administrators with faculty rank.

---

(Signature Budget Unit Director)

(Date)

---

(Signature Payee/Employee)

(Date)

(ATTACH COMPLETED FORM TO PAYROLL REQUEST)