

UCF-3.0032 Additional Compensation for UCF Employees

- (1) Administration of the additional compensation procedures of the University of Central Florida shall operate in accordance with the following paragraphs.
- (2) The primary purpose of additional compensation is to pay a full-time employee for services performed outside of their primary job, in a different scope or for another department. Additional compensation includes:
 - (a) Dual Compensation, which may be paid to employees who are exempt from the Fair Labor Standards Act (FLSA). Dual Compensation is outlined in Paragraph (3) of this regulation;
 - (b) Faculty Overload, which is a form of Dual Compensation, is governed by Faculty Excellence. Non-unit faculty must consistently adhere to guidelines published by Faculty Excellence. In-unit A&P and faculty members will consistently adhere to the terms of the current Collective Bargaining Agreement (CBA);
 - (c) Dual Employment Overtime for employees who are not exempt from the FLSA. Dual Employment Overtime is outlined in this regulation.
- (3) University employees who are exempt from the Fair Labor Standards Act (FLSA) and who are engaged in activities for which additional compensation will be provided and who are otherwise employed on a full-time basis by this university may be paid Dual Compensation for the total of all additional compensation activities during each fiscal year at a level not to exceed twenty-five percent (25%) of their contracted salary rate or \$10,000, whichever is greater, for the same fiscal year. Dual Compensation for both non-exempt and non-unit A&P employees is governed by UCF Human Resources.
- (4) Additional services or duties performed by A&P employees during special events may not be compensated using Dual Compensation. Also refer to UCF Policy 3-112, entitled “Additions to Salary of Exempt Employees for Special Events.”
- (5) If a contract or grant project number is to be charged for Dual Compensation, the sponsor must acknowledge the work is being performed outside the employee’s FTE assignment. The Office of Research and Commercialization must approve Dual Compensation transactions for all contract and grant project accounts.
- (6) The Fair Labor Standards Act (FLSA) requires that an overtime rate be paid to non-exempt employees for all hours worked in excess of 40 hours per workweek. University employees who are not exempt from the FLSA and who are engaged in activities for which additional compensation will be provided and who are otherwise employed on a full-time basis by the university must be paid a Dual Employment Overtime rate for all hours worked in excess of 40 hours per workweek. Non-Exempt employees may not work in excess of an additional ten hours per week in activities for which Dual Employment Overtime will be paid. Departments with employees eligible for Dual Employment Overtime should follow the procedural guidelines published on the UCF Human Resources website regarding Dual Employment Overtime for non-exempt employees.
- (7) UCF employees who accrue annual leave are required to take annual leave or leave without pay if the activity for which additional compensation is requested conflicts with their primary assigned work schedule.

Authority: BOG Regulation 1.001. History—New 4-8-82, Formerly 6C7-3.032, Amended 8-25-92, 3-16-03; Formerly 6C7-3.0032, Amended 6-11-09, 12-19-16, 6-23-17, 4-15-26.