



**RESOLUTION TO MODIFY AND RETITLE  
SUPPLEMENTAL PAY FOR FACULTY AND  
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-46**

**WHEREAS**, University Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting  
March 7, 2024  
YR 2024-54**

**3356-7-46 Supplemental pay assignments for full and part-time faculty and professional/administrative staff and secondary appointments for full-time faculty.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: 1999; December 2003; June 2010; December 2015;  
September 2018; September 2023; March 2024  
Board Committee: University Affairs  
**Effective Date:** **March 7, 2024**  
Next Review: 2029

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- (A) Policy statement. On occasion, it is necessary and appropriate to have employees perform services not included in the employee's assigned duties and responsibilities and to pay employees for these additional services. This policy does not apply to supplemental payment compensation for externally funded grants, sponsored programs and contracts (see rule 3356-7-48 of the Administrative Code, university policy 3356-7-48).
- (B) Scope. This policy applies only to faculty and professional/administrative staff. For supplemental payment compensation for externally funded grants, sponsored programs and contracts, consult rule 3356-7-48 of the Administrative Code and/or university policy 3356-7-48, "Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff."
- (C) Parameters.
  - (1) Supplemental pay assignments are intended to enable the university to generally deal with short-term staffing needs that require the assignment of work or additional duties beyond the scope of an employee's primary position.
  - (2) Secondary appointments enable the university to generally deal with staffing needs that require the assignment of work or additional duties beyond the scope of a faculty member's primary position to act as a director, associate director, program manager, coordinator, or similar position for programs, partnerships, or other department activities on a limited basis.
  - (3) Total payments for supplemental pay to an employee during any fiscal year shall not exceed five thousand dollars unless approved by the president. Total payments for secondary appointments to an employee

during any fiscal year shall not exceed five thousand dollars unless approved by the president.

- (4) To allow for accurate and transparent financial analysis and reporting and for audit purposes, supplemental and secondary appointment payments should be made from the appropriate account code in the university's financial system. Such payments shall be made to the employee on a semimonthly basis.
  - (5) Supplemental pay assignments and secondary appointments must be approved in advance by the employee or the faculty member's manager in any situation in which the assignment is for work for another university department.
  - (6) Supplemental pay assignments and secondary appointments are contingent upon board approval; however, employees may begin these assignments prior to board approval.
  - (7) The chief human resources officer will prepare and submit a summary of all personnel actions to include supplemental pay assignments and secondary appointments to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.
- (D) Procedures. See human resources administrative policy 2024-1: "Supplemental pay assignments," and 2024-02: "Secondary appointments."