POLICY #3358-3-27
Section: Human Resources
Original Policy: N/A
Revision Approved: 2/28/2024
Approved by: Board of Trustees

EMPLOYEE ADDITIONAL COMPENSATION

PURPOSE

Edison State Community College values employees and work that goes above and beyond the duties of their primary role to contribute to the College's mission, vision and strategic goals.

POLICY STATEMENT

The Human Resource Department, in collaboration with the Controller's office, will maintain procedures to outline the guidelines for requests, approvals, and distribution of temporary stipend payments to employees for additional compensation. Temporary stipends are intended for the purpose of compensating for the coverage of temporary duties and should not be utilized to replace a salary change. Supervisors are not eligible to receive additional compensation for assuming duties vacated by subordinates.

The additional compensation amount should be determined utilizing procedure 3358-3-27 and requires approval from the direct supervisor and the Chief Human Resources Officer and/or Chief Financial Officer. All requests for additional compensation should reflect duties that contribute to the college mission, vision, or strategic goals.

Ethics Compliance

All Edison State Community College employees are expected to comply with Ohio's Ethics Laws and avoid improper conflicts, as found in Chapters 102 and 2921 of the Ohio Revised Code.

PERSONS AFFECTED

All Edison State Community College employees.