

Chancellor's Memorandum

**CM-61 – Guidelines for Additional Compensation**

Initially Issued: December 2, 2016  
Last Revised: September 29, 2025  
Monitoring Unit: Human Resources Management

**I. POLICY STATEMENT**

Louisiana State University Health Sciences Center at New Orleans (LSUHSC-NO) recognizes that providing additional compensation to employees in certain circumstances may be necessary to support the institutional mission and ongoing operations. This policy sets forth guidelines for providing additional compensation for unclassified employees pursuant to LSU Permanent Memorandum 3 (PM-3) as well as for certain faculty under compensation plans not subject to PM-3. Additional compensation for classified employees is governed by Louisiana Civil Service rules under the guidance of the Office of Human Resource Management (HRM).

**II. DEFINITIONS**

**1. Additional Compensation:** Compensation above the employee's base salary for services provided for the benefit of LSUHSC-NO and/or the State of Louisiana and paid for by an LSUHSC-NO source, with two main types:

**a. Temporary Additional Compensation:** Subject to PM-3, compensation above the base salary of an LSUHSC-NO employee which may be paid for a temporary time for additional assigned duties or responsibilities that are outside the scope of their primary job duties and responsibilities.

**b. Faculty Supplemental Compensation:** Not subject to PM-3, compensation above the base salary of an LSUHSC-NO faculty member which may be paid for clinical duties, administrative duties, research, or other assigned additional responsibilities under a specific plan approved in advance by the Chancellor and/or LSU President as may be required.

**III. GUIDELINES FOR TEMPORARY ADDITIONAL COMPENSATION**

1. Temporary Additional Compensation typically shall be paid only for additional job assignments associated with a specific project or task that can be performed over a specified timeframe not exceeding six (6) months. An employee must be able to perform the additional job assignments associated with Temporary Additional Compensation without adversely impacting their regular job responsibilities. The employee's direct supervisor may revoke approval of Temporary Additional Compensation and discontinue the additional job assignments at their sole discretion if the employee's performance of regular job duties is adversely impacted.

2. Temporary Additional Compensation shall be reasonable for the additional job assignments, shall be based on the appropriate rate of pay for the activity performed, and shall be paid against the total amount allowable for the period during which the additional job assignments are performed. Temporary Additional Compensation from all LSUHSC-NO sources for each fiscal year shall not exceed thirty percent (30%) of the employee's regular fiscal year base pay. If the employee's salary changes during the fiscal year, the allowable limit for Temporary

Additional Compensation will be adjusted accordingly.

3. Requests for Temporary Additional Compensation for additional job assignments will be approved only for terms of up to six (6) months and, regardless of length, must terminate at the end of each fiscal year. Upon request, the term may be extended or may be renewed for the next fiscal year with approval of HRM and the Chancellor or their designee.

4. Requests for Temporary Additional Compensation for additional job assignments must be submitted to HRM for review and approval with appropriate justification, documentation, and all required signatures on the applicable Additional Compensation Request Form in advance of the anticipated start date. Retroactive requests for Temporary Additional Compensation may be considered on a case-by-case basis, if satisfactorily justified, within ninety (90) days of the initiation of the additional job assignments.

5. If HRM approves the request for Temporary Additional Compensation, the Chancellor or their designee must give final approval. The Chancellor's designee may not give final approval for requests for Temporary Additional Compensation for any employees in departments under their direct authority; such requests may only be finally approved by the Chancellor. If HRM denies the request for Temporary Additional Compensation, the department will receive notice and explanation of the denial.

6. When the [Additional Compensation Request Form](#) has received all necessary approvals, it will be returned by HRM to the department, which should then update the employee's PER-3 using one of the following codes:

- **501340 - Salary-Monthly-Extra Comp-TRSL Eligible:** provided for an additional or concurrent job held by an employee outside the scope of and in addition to their primary job duties and responsibilities. Examples of such additional duties using this code may include but are not limited to serving as a business manager for an open position, as a program director outside their usual scope, teaching in a special program, or providing laboratory services.
- **502340 - Salary-Biweekly-Extra Comp-Other:** when a non-exempt employee takes on temporary duties of a higher-level position, they may be eligible for additional compensation. Non-exempt employees must be paid overtime for any additional hours required to complete the additional assignments.
- **504830 – Postdoctoral Fellow – Extra Compensation:** paid to fellows for teaching assignments.

7. HRM shall submit semi-annual reports on Temporary Additional Compensation to the Chancellor and shall maintain all associated personnel action forms and supporting documentation as part of the employee's personnel record, in accordance with applicable institutional policies and procedures.

#### IV. GUIDELINES FOR FACULTY SUPPLEMENTAL COMPENSATION

1. Each Faculty Supplemental Compensation plan will be managed within each School according to the guidelines required by each such particular plan.

2. When a Faculty Supplemental Compensation plan has received all necessary approvals, it will be returned to the department, which should then update the PER-3 using one of the following codes:

- **501300 - Salary-Monthly - Extra Compensation:** Administrative responsibilities related to clinical operations, performance of administrative functions by faculty in accordance with sponsored agreements or contracts with external parties. This form of compensation may also include salary supplements from an affiliated foundation or an affiliated 501(C)3 organization.
- **501305 - Salary-Monthly – Research Incentive Plan:** Compensation paid under an approved research incentive plan.

- **501310 - Salary-Monthly - Extra Compensation – Patient Care:** Compensation paid under an approved Faculty Income Plan which may include but is not limited to revenue earned while performing clinical contracts, patient collections, production guarantees, or start-up guarantees.
- **501315 - Salary-Monthly - Extra Compensation –Patient Care On-Call:** Compensation which is a subset of 501310 but is differentiated by the variable nature in which it is earned and paid. This type of compensation should include on call and emergency pay and may also be used to provide variable one-time payments such as picking up an extra shift at a hospital or providing expertise for a deposition

3. The Dean or Department shall maintain all associated personnel action forms and supporting documentation for each Faculty Supplemental Compensation plan as part of the employee's personnel record, in accordance with applicable institutional policies and procedures.

## **V. REFERENCES**

[LSU Permanent Memorandum 3](#)

[LSU Permanent Memorandum 69](#)

[LA Civil Service Rules](#)

[LSUHSC-NO Additional Compensation Request Form](#)