

<b>Subject: Supplemental/X-Pay Procedures</b>	Author: Office of the Provost
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Approved By:	Page 1 of 1

1. All x-pays must be approved in writing and in accordance with this policy in advance of the work being started.
2. All requests for x-pays must be approved by both the dean/vice president of the employee's home department and the dean/vice president of the initiating unit. The dean/vice president may delegate this responsibility to an associate dean/vice president, however, the dean/vice president will be held responsible for any x-pays approved. At the Health Sciences Center, the vice president (in addition to the dean) must approve all x-pays. The Provost must approve any x-pays for the dean/vice presidents and the President must approve any x-pays for the Provost.
3. The request for approval must include a description of work to be performed, a statement confirming the duties are outside the scope of normal work, the start and end date of the appointment, the number of hours or days to be worked, the rate of reimbursement per hour or day, and estimated total cost. Work must be performed during dates of appointment.
4. If a faculty x-pay is included in a sponsored program account, the faculty member must sign a statement indicating that the effort on the grant, plus any outside work, does not exceed an average of one day per week paid by U of L as permitted under Section 4.3.3 of the Redbook. (Please note: Section 4.3.3 as it relates to the one day per week does not apply to School of Medicine faculty. Also note that only under rare circumstances and when approved by Research Administration is supplemental pay ever permitted on Federal grants or contracts during the period in which the employee is receiving full pay.)
5. If the x-pay is on a sponsored program, the Principal Investigator must also approve the pay document.
6. There should be proper monitoring by the home department and the Controller's Office to assure that residual monies from sponsored programs are not used to pay x-pays.
7. Documentation of service, additional responsibility or work product must be available for inspection at any given time.
8. The Provost must approve any exceptions to this policy
9. No unit x-pay policy can be in conflict with these procedures.