

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2593**

**SUBJECT:** Payments to Employees for Contracted Services (Other Than Regular Employment)

**REFERENCE:** West Virginia Governmental Ethics Act: W. Va. Code §6B-1-1, et seq.

**ORIGINATION:** April 22, 1998

**EFFECTIVE:** May 19, 2016

**REVIEWED:** January 6, 2016

**SECTION 1. PURPOSE**

- 1.1 This policy addresses payments made to employees for services rendered or performances made other than those included in their regular employment.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all persons employed by Southern West Virginia Community and Technical College (College) who perform services in addition to their regular job duties.

**SECTION 3. DEFINITIONS**

- 3.1 None.

**SECTION 4. POLICY**

- 4.1 It is the policy of the College to allow payment through College payroll for extra assignments or projects in addition to regular salary for services rendered to college-related organizations and functions in association with the College.
- 4.2 Payments made to employees under this policy must be for hours worked or services performed beyond the employees regular appointment and schedule. Under no circumstance may an employee receive regular salary/wages *and* additional pay under this policy for work or services performed during employees regular working hours.
- 4.3 Additional assignments offered by supervisors or management must be paid at a rate which is at least the employee's regular rate of pay. Extra hours worked for a function sponsored by the supervisor or management must be included in the employee's regular work week and be compensated in compliance with the SCP- 2575, *Overtime and Compensatory Time Policy*. Terms of this policy in no way are intended to underpay or avoid paying non-exempt employees wages as required under applicable state and federal labor law.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 This policy excludes fees and/or monies that employees receive for private consulting or other services performed and paid for by outside agencies and employers.
- 5.2 The following types of compensation/payments are excluded from provisions of this policy:
  - 5.2.1 Stipend payments for Faculty Chair or Coordinator assignments
  - 5.2.2 Additional work hours and/or overtime required in regular job responsibilities. Extra hours and overtime requests are subject to SCP-2575, *Overtime and Compensatory Time Policy*.
  - 5.2.3 Overload teaching assignments for current faculty and non-faculty employees. Overload teaching assignments are made using an Academic Adjunct Faculty Agreement.
  - 5.2.4 Travel and reimbursements via vendor's invoice.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Southern West Virginia Community and Technical College recognizes that with the multitude of events and activities required to serve our students and communities, employees may be called upon to perform services not typically included in their regular positions. Often times, the pay for a stipend or fee offered by the many organizations of the college may be different from the employee's regularly hourly pay. Also, the employee may agree with student organizations to perform the extra assignment. Examples of these types of services include, but are not limited to, directing traffic for theater events held on campus, helping with clean-up after a student event, teaching a continuing education course after work hours, and performing consultant services for projects or programs.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 Payments to employees for services rendered in addition to the regular job duties under the terms of this policy must be requested on form "SCP-2593.A, *Payment to Individuals for Services*". This form is available via the policy page of the Internet and on the Human Resources page of the College Intranet. SCP-2593.A, *Payment to Individuals for Services*, must be completed and approved prior to performance of services.
  - 7.1.1 No payment will be made until the form, SCP-2593.A, *Payment to Individuals for Services*, is completed and properly signed by the supervisor, the President, and the Vice President for Finance and Administration.
  - 7.1.2 Supervisors are responsible to ensure that services are rendered prior to payment. The approved form, SCP-2593.A, *Payment to Individuals for Services*, must then be forwarded to the payroll office to be processed.
  - 7.1.3 Payments to employees allowed by this policy are subject to all payroll and other withholding taxes and will be reported on the employee's W-2 Form.

## **SECTION 8. CANCELLATION**

- 8.1 None.

**SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**            SCP-2593.A, *Payment to Individuals for Services*

**Distribution:**            Board of Governors (12 members)  
                                  www.southernwv.edu

**Revision Notes:**        September 2010 - Policy revised to include compliance statement regarding overtime and compensatory time. Sections were re-written for clarity.

                                  January 2016 – Revisions made to correct proper approving authorities and to replace FIMS account number with Oasis account number on SCP-2593.A.