



**Policy Number:** 400.9

**Policy Title:** Extra Compensation for Faculty and Contract Professionals

**Subject:** Compensation

**Date Adopted:** December 9, 2025

**Date(s) Revised:**

**Date(s) Reviewed:**

A handwritten signature in dark ink, reading "Sandra J. Bauman".

**Approved by:**

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Sandra J. Bauman  
Dean/CEO  
Helena College University of Montana

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**POLICY STATEMENT:**

This policy outlines the limited circumstances under which faculty and contract professionals may be approved to receive extra compensation. The purpose of extra compensation is to compensate individuals for work that is outside of normal duties. Some examples of the kinds of activities that qualify are additional teaching load above contract expectations, teaching a course as an adjunct or continuing education instructor, or an approved project outside the scope of responsibility.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations and with the Board of Regents' policies and procedures.



## **PROCEDURES:**

### **APPROVAL:**

Consideration for extra compensation is based on a short-term need of the college that the employee is well-qualified to perform and begins with a conversation between the faculty member/contract professional and the head of the department seeking assistance.

The rate of pay for extra compensation is agreed upon prior to the start of the project.

If it is agreed that extra compensation will be requested, the appropriate paperwork from Human Resources is prepared for approval by the supervisor, the Executive Director of Operations, the Executive Director of Fiscal Services, and the Dean/CEO.

Employees must continue to fulfill their regular duties as a condition of employment while receiving extra compensation. Helena College retains priority over the working time of full-time faculty and contract professionals, and any additional activities, whether college-sponsored or not, must not interfere with assigned duties.

- For full-time faculty teaching under an academic contract, any overload assignments must follow the formula and procedure outlined in the current Collective Bargaining Agreement (CBA) between the Helena Teachers' Union and Helena College.

### **LIMITATIONS:**

Employees may not receive extra compensation for performing the same services for the same clientele that is part of their regular duties. For example, faculty may not be paid for tutoring students in their courses.

1. Extra compensation does not increase the employee's base salary and is not a permanent change in regular job duties.
2. Employees receiving extra compensation must ensure that the additional duties do not create a conflict of interest with their primary responsibilities or institutional obligations. Any potential conflicts must be disclosed and reviewed prior to approval. Extra compensation will not be approved for activities that compromise the integrity of the employee's role, interfere with regular duties, or result in preferential treatment or the appearance of impropriety.
3. All compensated activities must align with Helena College's mission and guiding principles.