



HUMAN RESOURCES

Advance Approval Request for Extramural Activity

Before committing to any activity outside of his/her normal job duties, Wharton employees are required to secure pre-approval from his/her supervisor and the Senior Director of Wharton Human Resources. If the duties are performed during the employee's normal work day, the he/she may be required to use vacation time or forego additional compensation unless this requirement has been waived by the Senior Director of Human Resources.

Additional Compensation – Activity Within Penn

If the extramural activity is within Penn, the business administrator of the department requesting the work will initiate approval through the PennWorks Pre-Work Additional Pay system. The appropriate approvals must be secured **before** the event/activity occurs. The employee cannot assume the additional responsibilities until all approvals have been secured.

Additional compensation should be processed after the work has been completed. If the responsibilities are completed on a regular basis, additional compensation may be paid in multiple payments, in conjunction with the regular pay cycle.

Non-exempt (weekly paid) employees must be paid overtime rather than a flat rate. Hours worked between 35 and 40 hours a week would be paid at the straight hourly rate. Hours greater than 40 a week would be paid at time and a half. A flat rate can be paid **only** if it is greater than what the employee would make in overtime or time and a half. Consult with Wharton Human Resources to determine the best way to pay a weekly paid employee.

Activity Outside Penn

At times it is beneficial to the School and the employee to serve on a board or engage in activities outside of the University and beyond the scope of his/her job; for example, consulting, serving on a board, accepting corporate directorships or retainers, teaching (whether for the University of Pennsylvania or another institution; including for-credit courses and executive education). Before agreeing to these additional responsibilities,

the employee must secure approval, in writing, from his/her manager and the Senior Director of Wharton Human Resources. The approval for such activities will be reviewed regularly and may be reversed if the activity no longer meets the needs of the department or interferes with the employee's regular scope of responsibility.

Related Policies

University Policy 005 – Conflict of Interest