



HUMAN RESOURCES

Advance Approval Request for Extramural Activity

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

Additional Compensation – Activity Within Penn

It is the employee's responsibility to assure the appropriate approvals/form has been completed. The "Additional/Special Pay Pre-Approval Request Form" must be completed and approved **before** the event/activity occurs. The employee cannot assume the additional responsibilities until all approvals have been secured. The form can be found on Wharton Human Resource's webpage under "Forms" and the "Compensation".

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.

Teaching within Wharton/Penn

Staff may be asked to teach a class at Wharton/Penn. The "Additional/Special Pay Pre-Approval Request Form" is required and must be completed before accepting the assignment. In addition, the employee agrees that all prep time will be done on his/her time and not during work hours. Effective January 1, 2020, staff who have received

approval to teach may teach 1 CU per semester unless prior approval from the Deputy Dean, Vice Dean for Finance and Administration and Senior Director of Wharton Human Resources has been secured. Failure to secure pre-approval could lead to a denial of the request and future requests. Also, the individual will be required to take vacation time during the hours he/she are in the classroom.

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 employee needs to submit a description of the responsibilities he/she has been asked to assume. It is recommended that the employee review the University's "Conflict of Interest" policy - #005. 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 performance.

*California overtime rules differ from Philadelphia. Consult with Wharton Human Resources.

Related Policies

University Policy 005 – Conflict of Interest