

**FACULTY and EXEMPT PROFESSIONAL PERSONNEL
ADDENDUM TO EMPLOYMENT CONTRACT**

**By and Between
Ball State University, Employer
and**

NAME: _____ **TITLE:** _____

CAMPUS ADDRESS: _____

WHEREAS, Employee currently is under contract with Employer as a full-time Employee for a period of twelve (12) months with the compensation therein specified to constitute payment in full for all services performed thereunder, including administrative and supervisory duties and other professional activities.

WHEREAS, Employee desires to perform work which activity both Employer and Employee consider as a special project outside the normal and customary services required from Employee by the existing contract.

NOW, THEREFORE, Employer hereby employs Employee and Employee hereby accepts employment from Employer for additional services over and above those required by the existing contract as follows:

NOTE: If extra compensation is for overload, please list regular load duties.

Highest degree attained by employee & area of concentration: _____

For all services to be performed hereunder, Employer agrees to pay and Employee agrees to accept the sum of \$_____, which amount shall be in addition to the compensation specified under the existing contract.

Dated this _____ day of _____, 20_____.

*****Note: Prior approval of the appropriate Vice President and the President is required before the Employee engages in activities for which additional compensation is anticipated.***

EMPLOYEE

Provost/HR-AVP

College Dean/Supervisor

President

Vice President

EMPLOYER

Note: Please know that authorizing signatures verify that the Employee's involvement in such activities is beyond the normal responsibilities associated with that job and that a clear argument defending this point can be made. The Supplemental Pay Policy for Faculty and Professional Personnel should also be reviewed.

The procedures to follow when using this form are outlined below:

1. After preparing and submitting the Electronic Personnel Action Form (EPAF) as the online pay document for the Employee, complete the Addendum. The Addendum itself is not a pay document; it only serves to approve the additional compensation.
2. The department/office that initiates the payment initiates the Addendum. The Employee signs the Addendum as does the College Dean or Supervisor and the Vice President of the **Employee's** area.
3. Once the EPAF has been approved online by the appropriate Vice President, the Addendum should be forwarded to University Human Resource Services, AD 350. University Human Resource Services will secure the additional signatures.
4. When the forms are complete with all signatures, a copy of the Addendum will be forwarded to the Payroll and Employee Benefits Office. Payments will not be made until the Payroll Office receives a final copy of the Addendum and matches it to the EPAF.
5. Questions regarding these procedures or the use of the Addendum should be directed to University Human Resource Services, AD 350, (5-1834).