

Also Receives (ALR) Compensation Policy and Procedure

Also Receives (ALR) payments are appropriate when employees take on additional duties/responsibilities that are in addition to, and substantially increases or expands the scope of the employee's normal professional responsibilities. These duties may be completed during their regular professional obligation (although additional work hours may be necessary). The assignment is usually limited in nature or may be aligned with a responsibility where the additional compensation will end when the assignment and/or funding ends. Examples include:

- a. Taking on additional, typically higher level, assignments for a limited time in the case of employee turnover or leave of absence.
 - i. Example: Director of Human Resources leaves and the Assistant Director is asked to take on some or all of those duties while a search is being performed.
- b. Performing ongoing temporary work which may necessitate providing additional availability outside of typical obligation hours that would end if the additional work or operational need changes or is ended.

The amount of an ALR paid should not exceed a maximum of 20% of the employee's total salary on an annual basis. Providing an employee with an ALR does not preclude an employee from receiving other forms of additional compensation where appropriate. Exceptions to ALR amounts in excess of 20% may be made with the President's approval.

Approval Process

The process should begin with a review of the proposed assignment by the employee's supervisor against the current performance program/obligation to ensure the proposed assignment is not duplicative, is not a permanent change, and will not interfere with the employee's current responsibilities.

Written approval must be obtained prior to the start of the assignment by completing a [Request for Approval of Extra Service or Also Receives form](#) (aka form 11). Work performed in advance may not be compensated. Supervisors should reach out to Human Resources to determine an appropriate ALR amount, otherwise ALR amounts may be adjusted upon review.

Ongoing Monitoring:

ALR approvals may not exceed one year. Open ended approvals will be reviewed on at least a six-month basis.

Related policies:

[Temporary Salary Increase Policy -Professionals \(SUNY Cortland\)](#)

[Extra Service Guidelines \(SUNY Cortland\)](#)

[SUNY Extra Service for Professional Staff](#)

[SUNY Also Receives Compensation for Professional Staff](#)