Under the circumstances described in [Article 12, Section I](https://www.winona.edu/hr/seniorityrostersandunioncontracts.asp), an ASF Member assigned additional duties and/or projects shall be provided additional compensation. This worksheet serves as a tool for employees and supervisors to navigate the additional assignment and honorarium options. Other types of payment may be appropriate. This worksheet does not supersede the contract, approval process for payment of additional compensation or Human Resources verification of appropriate payment type.

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| **Employee Name:** | Click or tap here to enter text. |

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| **Brief description of assignment:** | Click or tap here to enter text. |

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| **Assignment dates:** | Click or tap to enter a date. | **to** | Click or tap to enter a date. |

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| **TYPE** | **CRITERIA** | **COMPENSATION** |
| **Additional Assignment**  [Article 12, Section I, Subd 1](https://www.winona.edu/hr/seniorityrostersandunioncontracts.asp) | The additional assigned duties/responsibilities are NOT covered by the ASF member’s position.  The additional assigned duties/responsibilities are of an equal or higher unclassified range.  The assignment is at least 6 weeks in duration. | Minimum of 5%  of base salary. |
| **Honorarium**  [Article 12, Section I, Subd 4](https://www.winona.edu/hr/seniorityrostersandunioncontracts.asp) | The assigned special project is for the university and/or Minnesota State.  The assignment is outside the scope of their responsibilities. | Total honoraria for any individual shall not exceed four thousand dollars ($4000) per fiscal year |

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| **Type of additional compensation requested:** | Choose an item. |

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| **Amount of additional compensation requested:** | Click or tap here to enter text. |

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| --- | --- |
| **Date discussed by Supervisor and Employee:** | Click or tap to enter a date. |