

# ADDITIONAL RESPONSIBILITIES

MSUAASF (ASF)

Under the circumstances described in [Article 12, Section I](#), 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.

**Employee Name:**

**Brief description of assignment:**

**Assignment dates:**  to

TYPE	CRITERIA	COMPENSATION
<b>Additional Assignment</b> <a href="#">Article 12, Section I, Subd 1</a>	<input type="checkbox"/> The additional assigned duties/responsibilities are NOT covered by the ASF member's position description. <input type="checkbox"/> The additional assigned duties/responsibilities are of an unclassified position. <input type="checkbox"/> The assignment is at least 6 weeks in duration.	Minimum of 10% of base salary.
<b>Honorarium</b> <a href="#">Article 12, Section I, Subd 4</a>	<input type="checkbox"/> The assigned special project is for the university and/or Minnesota State. <input type="checkbox"/> The assignment is outside the scope of their responsibilities. <input type="checkbox"/> Terminal Degree	Total honoraria for any individual shall not exceed \$4500 per fiscal year.

**Type of additional compensation requested:**

**Amount of additional compensation requested:**

**Date discussed by Supervisor and Employee:**

Approved additional assignments and honorariums must be submitted to Human Resources via the [Unclassified ASF/Admin Assignment Form](#) in WarriorSpace.