



# College of Veterinary Medicine Policies and Procedures

Subject: ***Secondary Site Incentive Pay Policy – CVM Animal Health Center and Animal Emergency and Referral Center***

Section: *Personnel*  
Number: *CVM 55.2.28*  
Pages: *2*  
Date: *2021*  
Replaces Policy Dated: *N/A*  
To Be Reviewed Yearly by: *Assistant Dean for Clinical Services, Associate Dean for Administration; CVM Dean*  
Source:

## **SECONDARY SITE INCENTIVE PAY POLICY ANIMAL HEALTH CENTER AND ANIMAL EMERGENCY AND REFERRAL CENTER**

### **Purpose**

Mississippi State University College of Veterinary Medicine exempt employees that have primary duties at the CVM Animal Health Center (Starkville, MS) or the Animal Emergency and Referral Center (Flowood, MS) may be assigned/permitted to work at the other site (Secondary Site) for additional incentive pay in instances in which the employee is not primarily assigned to work at the other site. While these activities will be considered part of an employee's normal work duties, these activities may be permitted provided that the activities do not conflict with faculty and staff normal duties and responsibilities at the employee's primary work location and do not otherwise violate state law or university policy.<sup>1</sup> Exempt employees participating in these activities must obtain prior approval from their relevant immediate supervisor, director and dean. MSU CVM reserves the right to deny permission, approve a request with limitations, or revoke approval for any request where it appears that it is in the best interest of the college and university to do so.

### **Policy/Procedure**

Exempt faculty and staff may be assigned/permitted to work at the Secondary Site for additional incentive pay. This assignment will be based on staffing needs at either facility to fulfill the college's mission of service and teaching. In the event of such assignment and approval, the employee's incentive compensation will be computed at 2.0 times their regular rate of pay based as follows:

A. Exempt employees will receive compensation at:

1. A calculation of their regular hourly rate times 2.0.

---

<sup>1</sup> This policy is not intended to address additional compensation for employees who perform additional work duties beyond the employee's normal work duties during regularly scheduled work hours. Such additional work, if approved, should be compensated through the request for additional payment process.

