PURPOSE

The purpose of this policy is to establish guidelines for providing salary adjustments to employees who assume significant responsibilities on a temporary basis beyond the scope of the employee’s primary role and responsibilities. Additionally, this policy also seeks to establish guidelines for all employees who seek to perform in multiple unrelated jobs for the University.

This policy supersedes the following policies:


POLICY

It is the policy of the University that temporary compensation adjustments shall be given to exempt employees who are required to take on a significant and material change to their duties and responsibilities for a temporary and definite period of time. Such adjustments shall be governed by eligibility criteria, limitations and procedure set forth below.

Moreover, it is the policy of the University to allow employees to perform multiple jobs unrelated to each other for the University in accordance with the payroll timekeeping requirements adhered to by the employee in their primary job. Therefore, non-exempt employees performing multiple jobs shall be required to record all hours, and shall be paid on an hourly basis for said hours. Exempt employees shall be compensated in the form of an activity pay for the performance of the secondary job.

All final approvals required under this policy shall be made by Human Resources’ Office of Compensation, Recognition and Payroll.
DEFINITIONS

Exempt employees shall mean those employees who qualify for an exemption under the FLSA, and in turn, are paid on a salary basis regardless of the number of hours worked. Exemptions shall be determined by Human Resources’ Office of Compensation, Recognition and Payroll (“Compensation”) in accordance with the FLSA and related regulations issued by the U.S. Department of Labor.

Fair Labor Standards Act (“FLSA”) shall mean the federal statute which sets standards on the payment of minimum wage, overtime pay, as well as recordkeeping and the use of child labor.

Non-exempt employees shall mean those employees who do not qualify for an exemption under the FLSA and, in turn, are paid on an hourly basis for all hours worked.

Temporary compensation adjustment shall mean additional compensation paid to an exempt employee for a definite period for the performance of additional duties or responsibilities generally performed by an individual in a higher job classification.

PROCEDURE

I. TEMPORARY COMPENSATION ADJUSTMENTS

A. ELIGIBILITY FOR TEMPORARY COMPENSATION ADJUSTMENTS

At times, it may be necessary for an employee to be assigned additional duties and responsibilities that are supplemental to those already being performed by the employee. In turn, a supervisor may request that such assigned duties are compensated in the form of a temporary compensation adjustment, provided that the employee in question meets the criteria provided below.

1. ADDITIONAL DUTIES AND RESPONSIBILITIES

The nature of the additional duties and/or responsibilities expected to be performed by the employee in question must be duties and/or responsibilities normally performed by an individual in a higher job classification. Consideration shall be given to the supervisor’s ability to reallocate work assignments and other tasks without implicating this policy.

It should be noted that temporary compensation adjustments do not apply to the performance of higher quantities or volume of the same or similar work currently being performed by the employee. Instead, the satisfactory performance of such higher quantities or volume should be recognized by the supervisor in the employee’s performance evaluation.

2. EMPLOYEE DESIGNATION

Temporary compensation adjustments are only available to exempt employees. Given their FLSA classifications, non-exempt employees are ineligible to receive temporary compensation adjustments of any kind under this policy.
3. PREREQUISITE PERFORMANCE PERIOD

A temporary compensation adjustment shall only be considered where the employee has been performing the additional duties and responsibilities for at least 30 calendar days.

B. LIMITATION ON TEMPORARY COMPENSATION ADJUSTMENT

1. DETERMINING THE AMOUNT OF TEMPORARY COMPENSATION

In determining the value of a temporary compensation adjustment, consideration should be given to the type of work being performed and the expertise required to successfully perform the additional duties and/or responsibilities of the higher job. Temporary compensation adjustments under this policy shall not exceed ten percent (10%) of the employee’s salary. Payment is contingent upon additional work being performed in a satisfactory manner while normal duties are not deferred, delegated, or performed at an unacceptable level.

2. DURATION OF TEMPORARY COMPENSATION ADJUSTMENT

If approved, the maximum duration of a temporary compensation adjustment shall not exceed 180 calendar days, unless otherwise approved by Compensation based upon a sufficient business justification. Where a temporary compensation adjustment is expected to last beyond 180 calendar days, consideration should be given to adding the additional duties and/or responsibilities in question to the employee’s current job description.

C. EXPECTATIONS OF AN EMPLOYEE RECEIVING A TEMPORARY COMPENSATION ADJUSTMENT

When an employee is provided a temporary compensation adjustment under this policy, the employee shall be expected to perform his/her current duties and responsibilities, as well as those duties and responsibilities of the higher job at a satisfactory level. Failure to maintain a sufficient level of performance as expected shall result in the termination of the temporary compensation adjustment.

D. REQUESTS FOR TEMPORARY COMPENSATION

Where an employee has been performing additional duties and responsibilities, as provided in Section I(A)(1) above for a minimum of at least 30 calendar days, the employee’s supervisor shall be required to complete and submit a request through the University’s Workday system. The request must include the following: (1) the nature of the duties and responsibilities to be performed; (2) explanation as to why the additional work is a material change in the scope of the employee’s current job; (3) proposed duration of time the employee is expected to perform the additional duties and responsibilities; (4) explanation as to why the additional duties and responsibilities could not be performed by reallocation of work assignments and tasks amongst other employees; and (5) proposed temporary compensation, along with a justification for the amount proposed.

This request will be routed for approval through the University’s Workday system to the department/unit manager, as well as the assigned HR Partner and Compensation.
II. EMPLOYMENT IN MULTIPLE JOBS WITHIN THE UNIVERSITY

At times, an employee may apply and be selected to perform a secondary job unrelated to the employee’s primary job with the University. Once an employee is selected for a secondary job, the supervisor of the secondary job shall be required to notify the employee’s primary supervisor of the selection. The employee’s primary supervisor will initiate a request to add an additional job through the University’s Workday system, and will be routed for approval accordingly.

All compensation associated with the performance of the secondary job shall be determined in accordance with Compensation’s guidelines and the University’s related policies.

A. INTERFERENCE WITH PRIMARY JOB

The employee must ensure that the performance of the duties and responsibilities of the secondary job do not interfere with, or detract from, the employee’s performance of the duties and responsibilities of the primary job. Supervisors should give careful consideration to the employee’s current workload and assess the impact of assuming a secondary job.

B. TIMEKEEPING AND COMPENSATION

Given the nature of the work performed and the FLSA classifications designated for an employee’s primary position, non-exempt employees must record all hours worked during the performance of the secondary job in the same manner and timekeeping system utilized for recording hours for the primary job. Exempt employees shall not be required to record their hours, and will be compensated in the form of an “Activity Pay” for the secondary job.