



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.4400

DIVISION: Finance and Administration

TITLE: Supplemental Compensation

DATE: April 1, 2000

REVISED: N/A

Policy for: All University Employees

Authorized by: Director, Human Resources

I. Purpose and Scope

It is a generally accepted principle that employees are assigned a regular pay rate which is fair and consistent with regular job duties and responsibilities. Exempt employees may be expected to work more than the normal University workweek of 37.5 hours at their established salary without receiving extra compensation. Non-exempt employees may be expected to work more than the normal 37.5 workweek and shall receive time and one-half pay for all hours over forty (40).

II. Policy

Because of special circumstances, an exempt or non-exempt employee's rate of pay may be adjusted, when approved, to reflect a temporary increase in duties and responsibilities.

A. Eligibility for Supplemental Compensation

1. When an employee temporarily assumes significant duties and responsibilities, supplemental compensation may be paid when authorized.
2. Supplemental compensation shall not be paid for the performance of duties and responsibilities which are a part of an employee's regular assignment.
3. Supplemental compensation would generally be appropriate for temporary interim/acting assignments; temporary assignment to a special project; temporary assumption of duties resulting from absence of another employee; or other similar circumstances.

4. Supplemental compensation payments shall be consistent with the nature and significance of the assumed duties and responsibilities.

III. Procedure

1. All supplemental compensation payments must be appropriately justified and authorized in advance through administrative channels and by the Director of Human Resources.

IV. Exclusions

V. Related Policies

See also: 4.4001 *Overtime Compensation Policy*

VI. Reason for Revision

Appendices: