**7-ADMIN-2 Supplemental Pay Assignments**

Responsible Division/Office: Office of Human Resources

Responsible Officer: Chief Human Resources Officer

Revision History: 2023; July 2024

Effective Date: July 2024

Next Review: 2028

1. **Summary.** These guidelines are established in accordance with university policy 3356-7-46 and provide guidance for supplemental pay assignments for salaried exempt professionals and faculty. Supplemental pay assignments are utilized when it is necessary and appropriate to have a current University employee perform services not included in the employee’s assigned duties and responsibilities and to pay employees for these additional services.
2. **Supplemental Payment Definition.** Payments that enable the University to generally deal with short-term staffing needs that require the assignment of additional duties on a limited basis beyond the scope of an employee’s primary position. Supplemental pay may include the assignment of acting or interim duties on a limited basis in addition to their primary position or short-term staffing needs that require the assignment of work or additional duties outside the scope of an employee’s primary position.
3. **Purpose.** To establish procedures for the Office of Human Resources to manage supplemental pay assignments.
4. **Parameters.**
   1. **Eligibility.** 
      1. All full and Part-time Professional Administrative and Faculty salaried exempt employees may be assigned supplemental pay.
      2. Part-time faculty may only be assigned supplemental pay assignments during a semester when they have a current active primary position.
      3. Hourly and salaried non-exempt employees are not eligible for supplemental pay assignments due to overtime considerations outside of the supplemental payment process.
   2. **Length of Appointment.** 
      1. Supplemental payments for faculty may not exceed one (1) academic year.
      2. Payments for Professional Administrative employees may not exceed six (6) months.
      3. In special circumstances with the approval of the president these timelines may be extended.
      4. Payments for Acting and/or Interim assignments may only continue while an incumbent is absent or until a successor is selected to fill a vacant position. Upon the return of the incumbent or placement of the successor, the additional duties performed and payment for those additional duties shall end.
   3. **Payment Types**
      1. Assignments outside the scope of an employee’s primary position may include, but are not limited to, the following payment types:
5. Acting or Interim duties for a limited nature for a limited period of time.
6. Online Course Development and Re-development – procedures determined by the department of Cyberlearning.
7. Faculty payments for use of a Virtual Assistant – calculated based on enrollment cap, total enrollments, and number of workload hours.
8. Mentoring – Outside of full-time faculty service requirements.
9. Honors Institute Instruction.
10. Performing Arts – Event Performances, Camps, or related activities.
11. Athletic Camps – Payments made for university run athletic camps.
12. Student Teaching Supervision.
13. Personal Care Attendant (Rich Center).
14. Incentive Payments – Payments to employees provided for in employment agreements.
15. Distinguished Service Awards.
16. Faculty Off Campus Travel/Study Abroad in accordance with the OEA agreement.
    * 1. Exceptions may be granted on a short-term limited basis for the assignment of additional work while a search is conducted to fill a vacancy, to assist while an employee is on leave, or other emergent situations when it is necessary and essential for the work to be completed. These assignments may not exceed 6 months and must be approved by the Chief Human Resources Officer.
    1. **Compensation.**
       1. A justification of compensation must be provided with any supplemental pay request. The justification must describe how the payment amount was calculated and must be reasonable and consistent with the work being performed.
       2. Funds necessary to cover the cost of the supplemental payments will be provided from the department’s supplemental pay account.
       3. If an employee is assigned an Acting or Interim assignment in addition to their current full-time assignment, the following pay schedule has been established:

1. Vice President (Executive Officers) $1,000 per month

2. Associate. Vice President, Associate Provost, Dean $900 per month

3. Executive Director $800 per month

4. Director $700 per month

5. Manager or Associate Director $600 per month

6. Coordinator $500 per month

* + 1. Supplemental pay assignments for Acting or Interim assignments shall not be approved as a routine matter or on a reoccurring basis.
    2. Supplemental Pay Assignments to employees during any fiscal year shall not exceed $5,000 unless approved by the President.
    3. Compensation shall not be paid for duties, activities or service that is within the scope of an employee or faculty member’s primary position unless an exception was granted under section (D) c. ii above.
  1. **Approvals.**
     1. Employees may not perform any work assigned until the supplemental pay assignment is fully approved.
        1. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the division executive officer.
     2. Employees must agree to and cannot be unilaterally assigned a supplemental pay assignment.
     3. Assignments must be approved by the following:
        1. Supervisor assigning work.
        2. Employees primary position supervisor.
        3. Financial Manager for the account being charged.
        4. Controller’s Office – restricted funds/gifts/endowments
        5. Division Officer.
        6. Office of Human Resources
        7. Supplemental Pay Committee – Full-time Faculty payments over $500.
        8. VP Finance & Business Operations or designee – payments over 5,000.
        9. President or designee – payments over $5,000.
  2. **Part-time Hours.** If the employee assigned the additional duties is employed on a part-time basis, the number of hours per week required to complete the assignment must be identified.

* 1. **Bargaining Unit Members.** Bargaining unit members should refer to their collective bargaining unit agreements for supplemental pay assignment procedures and requirements.
  2. **Faculty Reassigned Time.** 
     1. Faculty members cannot receive supplemental payment for activities when reassigned time was provided. Reassigned time is compensated under the faculty nine (9) month base salary.
        1. Exceptions may be granted for the following reasons:
           1. Both reassigned time and supplemental pay assignment are specifically required under a grant or an endowment.
           2. The provost or their designee determines it is in the best interest of the University and approves a combination of partial reassigned time and partial supplemental pay assignment to accomplish the additional duties assigned.