

Procedure 5-403F: Exempt Clinical Shift Compensation.

Revision 0. Effective date: February 14, 2023

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I. Purpose and Scope

A. Purpose.

To document the procedures of payment of exempt clinic shift compensation to salaried employees for the payment of clinical services performed outside of the normal working assignment (above the assigned clinical FTE).

B. Scope.

This procedure applies to all salaried Employees who work clinical shifts at the University.

II. Definitions

The definitions provided in Policy 5-403 apply for this procedure.

III. Procedure

A. Examples of when a department should pay exempt clinical shift compensation:

1. An Exempt clinical Employee is working additional shifts to cover for vacation or sick, or additional business needs.

2. A Resident (Medical Housestaff) provides after hours' services in a different department and/or is moonlighting.
3. An Exempt clinical Employee is providing coverage in a clinical setting due to open positions.

B. Eligibility

1. An Employee must be in an active status (non-terminated) at the time of payment.
2. The Employee must meet specified criteria outlined in contract or agreement.
3. Employee must be exempt.

C. Additional Requirements

1. A department may not add exempt clinical shift compensation to the Employee's Base Salary.
2. The Employee's manager shall notify the department's payroll reporter of extra clinical shift with date, time, and expected hours of the extra shift
3. The department shall submit payment for processing.
4. The department submitting payment shall retain any additional document required for payment.
5. If the employee receiving exempt clinical shift compensation is a Medical Resident (Medical Housestaff), the payment must be approved by UUHC Graduate Medical Education office.
6. Approval of the cognizant vice president or cabinet member with line responsibility is required for amounts above \$2500 for the University of Utah academic campus.
7. Approval of UUHC Chief Human Resource Officer or Executive Director of the Hospital is required for amounts \$5000 or above for the University of Utah Hospitals and Clinics (UUHC)

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules.

1. Policy 5-403: Additional Compensation Policy
2. Rule 5-403A: Additional Compensation for Staff (Hourly/Exempt)

B. Procedures, Guidelines, and Forms.

1. [Exempt Clinical Shift Form](#)

C. Other Related Resources. [reserved]

V. References

A. [reserved]

VI. Contacts

The designated contact officials for this Regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Human Resources Associate Director, Payroll
- B. Policy Officer(s): Chief Human Resource Officer

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

- A. Current version. Revision 0. Effective February 14, 2023.