

Procedure 5-403C: Additional Compensation Hourly/Non-Exempt Staff.

Revision 0. Effective date: February 14, 2023

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I. Purpose and Scope

A. Purpose.

This procedure documents the process for payment of Additional Compensation to any hourly/non-exempt employee for services that arise infrequently and are not within the scope of the employee's normal working assignment, i.e., services that have significantly deviated from the job's normal expectations.

B. Scope.

This procedure applies to all hourly/non-exempt staff Employees at the University.

II. Definitions

The definitions provided in Policy 5-403 and Rule R5-403A apply for this procedure.

III. Procedure

A. Examples of when an Additional Compensation should be paid:

1. Assigned work in another department with performance of a specific function that is significantly different from the position employee currently serves
 2. Occasional assignment of different duties and/or additional responsibilities
 3. Long term special projects
- B. Additional compensation is not appropriate for:
1. Payment to an hourly/non-exempt employee for overtime worked
 2. Payment of an honorarium to an Employee (refer to Policy 3-062)
 3. Payments for any research assignment, whether on or off campus
- C. Eligibility
1. An employee must be in an active status (non-terminated) at the time the Additional Compensation payment is made
 2. An Employee must meet specified criteria outlined in agreement set forth by the Employee's department
- D. Additional Requirements
1. Additional Compensation may only be paid from a federal contract or grant if provided for in the award or approved in writing by the Federal awarding agency.
 2. The department submitting payment shall retain any additional documentation required for payment.
 3. Payment must be entered into the University timekeeping system in the actual week the compensation was earned.

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. [*reserved*]

C. Other Related Resources.

1. [*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.