

System-wide Policy: HR0472 - Supplemental Pay Practices	
Version: 1	Effective Date: 10/01/2017

HR0472 – Supplemental Pay Practices

Topics:

Shift Differential Payments	Extra Services Payments
Emergency Call Back Payments	Temporary Assignments

Objective:

To establish parameters for compensating employees in specific, defined working situations where supplemental compensation is appropriate, such as shift differentials, emergency call back, extra services pay, and temporary assignments.

Policy:

Shift Differential Payments

1. Shift differential payments compensate regular and temporary non-exempt employees for working regularly-scheduled evening, night and/or weekend shifts or schedules. When departments determine that staffing needs require shift differential payments consistent with competitive market practices, human resources will work with department administrators and chief business officers to design shift differential rates. The following guidelines apply to shift differential payments:
 - Shift differentials are paid based on the hours actually worked, not on the hours scheduled to be worked.
 - Shift differential amounts are based on a rate per hour, for example, \$0.25 per hour.
 - Shift differentials are established based on the job classification within a personnel sub-area or work center.

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- After the job class and personnel area and/or work centers are approved and established in IRIS for shift differential payments, the recording of time in IRIS for evening, night or weekend shifts determines eligibility for shift differential pay.

Emergency Call Back Payments

2. Emergency call back payments compensate regular and temporary non-exempt employees who respond to emergency calls to return to work. Upon a department's request, human resources will work with department administrators and chief business officers to design emergency call pay guidelines for the department consistent with the following:
 - An employee who has left work and is subsequently required to return to work outside of the employee's regular work hours as the result of an emergency receives either a predetermined minimum number of hours of pay or pay for the number of hours actually worked, whichever is greater.
 - Emergency call back hours recorded are considered hours worked for determining eligibility for overtime; this time is entered in IRIS as regular work hours.
 - Emergency call back pay does not apply when an employee is informed of the need to remain at work prior to the end of a scheduled shift.

Temporary Assignments

3. The university may, on occasion, designate regular or temporary, exempt (including faculty) or non-exempt employees to perform a temporary assignment in a position with a higher job classification. Examples include interim positions. The following guidelines apply to Temporary Assignments:
 - The assignment must be for a minimum of 30 days and a maximum of 12 months, unless otherwise approved by Human Resources.
 - The employee designated for a temporary assignment must assume the majority of the responsibilities of the temporary position.

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- Temporary assignments generally occur when an incumbent resigns, retires or is absent due to illness, reassignment or leave of absence. Temporary Assignments will not be approved while an incumbent is on vacation, regardless of the length of time.
- The temporary salary increase must be approved by the human resources officer and the chief business officer.
- The department head will provide written confirmation of the terms of the temporary assignment to the employee, a copy of which will be forward to Human Resources.

Extra Services Payments

4. Extra Services Pay is compensation for work in support of the university by an exempt employee or faculty member that is not part of his or her regular job duties. (This policy is not intended to supersede the provision in Faculty Handbooks regarding Compensated outside Services. Faculty are directed to those provisions for guidance regarding that subject.) An individual may be requested to render a particular service for another unit in the university and/or to perform duties that are substantially outside the scope of the individual's employment. Examples include:
 - Presentations at conferences or workshops administered by a university department other than the employee's department.
 - Providing professional services to the university that are not part of the employee's regular duties, such as translating a document, conducting analysis, or performing at a campus event.
 - Teaching courses through an academic department or the Institute for Public Service.
 - Teaching summer school (not including twelve-month faculty).
5. In such instances, the individual may be eligible to receive extra services pay. It is the joint responsibility of the employee and his/her immediate supervisor to ensure that additional services will not detract from the performance of the employee's assigned responsibilities. The employee, the employee's regular

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supervisor and an appropriate supervisor in the receiving department are encouraged to agree to the terms of the work assignment in writing in advance, or as soon thereafter as possible, to ensure and support the welfare of the employee.

6. Such assignments are intended to be temporary and not ongoing staffing obligations. Extra Services Pay is subject to the following guidelines:
 - Extra services by exempt staff should be performed outside the employee's regular work schedule or annual leave should be taken.
 - The rate of pay for extra services will be arranged between the employee and the director or department head receiving the service.
 - Extra services pay for consulting across departments on sponsored projects may require prior approval from the granting agency.
 - Extra services pay must comply with Fiscal Policy FI0205 relating to salaries chargeable to federally sponsored projects.

Related Policies: [FI0205 - Sponsored Projects](#)