

## Additional Compensation Guidelines – Staff

**Effective: 16-March-2020**

**What is Additional Compensation** Additional compensation is a supplemental payment for employees who take on responsibilities that are distinctly separate from or in addition to their primary position. Additional Compensation is used to differentiate the portion of compensation paid to an employee for completing additional work related to a special assignment outside their normal job duties and base pay.

Supervisors should consider the impact of additional responsibilities on the employees overall work/life balance before assigning additional work. Leaders are encouraged to make appropriate accommodations to ensure the employee's workload is not overburden with additional duties that are non-essential. Additional duties should be restricted to those that are critical tasks within the department or specific project. Employees refusing to accept additional duties as assigned could face disciplinary action up to an including separation.

### Eligibility

Only Exempt staff (monthly) may be eligible to receive additional compensation for work performed at the exempt FLSA classification level.

### When to consider Additional Compensation

- There is a vacancy within the department.
- An employee is temporarily assuming a significant portion of the essential duties of a position other than those specified in his/her current position.
- Work performed within the same department or other department.
- Special events, Special projects assignments.
- Work performed during, outside or within a normal work day.

### When NOT to consider Additional Compensation

- Duties performed that are within the employee's current position description.
- In lieu of an upward reclassification or promotion if the new duties represent a permanent expansion of the position.
- Supervisors/Managers performing the work of an employee that reports to them.
- Additional duties that are taken on for professional development, career growth or cross-training within the department.

### Duration of Additional Compensation

- Additional work performed must be for a period that exceeds thirty (30) days. If approved, all initial requests will be for a maximum of ninety (90) days. An extension can be requested for an additional ninety (90) days, if required. However, the maximum duration for additional compensation is six (6) months.

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- Additional compensation ends when the staff member is no longer performing the additional responsibilities or the approved duration has expired.
- Request for an extensions must be submitted for approval prior to duties being performed.

**Requesting Additional Compensation (Managers)** All additional compensation requests must be submitted within two (2) weeks of the incumbent's vacancy or separation from the university and in advance of any written communication with the employee and before any work is performed. Failure to submit requests as required, could invalidate the payroll effective date, and is subject to change. Retroactive dates are not permitted.

Extensions and exceptions will be handled on a case by case basis and will require review and additional approval.

**Additional Compensation Amount** Each request will be based on the percentage of responsibilities assumed. These responsibilities cannot exceed 1.5 FTE. The amount will be determined by HR-Compensation and paid as a recurring payment each pay period. Cumulatively, the additional compensation amount must not exceed \$15,000 or 20% of the employees' current annual base salary for the current fiscal year; whichever is greater.

*Example: An exempt employee assumes supervisor duties in addition to his/her own duties while supervisor is on leave for three (3) months. The employee will receive additional compensation each month, for the next three (3) months.*

### Approval Process

1. The department will complete the [Additional Compensation Request form](#) and email to [Compensation@uhcl.edu](mailto:Compensation@uhcl.edu). The additional compensation amount will be determined by Compensation who will email the confirmed 'additional compensation amount' back to the hiring manager and coordinator.
2. The department will obtain all required approvals on the request form and initiate an ePRF & ePAR (Hire); uploading the approved request form and the confirmed 'additional compensation' email from Compensation, to the ePAR. Note: Action Type: Rehire; Action Reason: Rehire
3. The ePRF & ePAR will proceed through to HR and execute on final approval from Compensation
4. The employee will be informed by the department of the terms of the temporary role and additional compensation.

Link: [Additional Compensation Request form](#)

Link to the [PeopleSoft General Ledger Documentation](#)