

Additional Compensation is a payment in addition to the base pay for an assignment or additional responsibilities that are **significantly different** or beyond the employee’s normal job duties. Additional Compensation is used to differentiate the portion of compensation paid to an employee for the effort and responsibility related to a special assignment from their normal duties and pay. When the special assignment ends, the additional compensation is discontinued.

**Eligibility:** Exempt (monthly) and Non-Exempt (bi-weekly) Staff may be eligible to receive additional compensation. Additional Compensation should not be used for additional duties that are taken on for professional development, career growth or cross-training within the department.

| Examples of situations in which a payment of additional compensation may be appropriate: |  |                  |
|--|--|------------------|
| Vacant Positions   | Co-worker on extended Leave of Absence | Special Projects |

**Duration:** Additional Compensation is considered to be a short-term solution and should not exceed more than six months. If there is a need to extend the additional compensation beyond six months a new request will need to be submitted.

**Process for Requesting Approval:** The requesting supervisor is responsible for initiating the Additional Compensation Request process and completing the Additional Compensation Request Form. The supervisor must receive HR approval prior to the employee beginning the additional work for which the additional compensation will be received. If you have a planned vacancy, ensure the additional compensation process is completed well in advance.

1. The requesting supervisor must meet with the employee to discuss the duties and expectations of the additional responsibilities.
2. The requesting supervisor must then complete the Additional Compensation Request Form.
3. Obtain all required approval signatures and confirm budget availability.
4. Submit the completed form to HR Compensation for final approval.
5. HR Compensation will evaluate the request and communicate the result to the supervisor and Business Coordinator by e-mail.
- 6a. **Requests for Non-Exempt:** Approved requests will be forwarded by Compensation to Payroll and will be processed on Additional Pay in PeopleSoft.
- 6b. **Requests for Exempt:** The department will process the additional compensation ePAR in PeopleSoft. The termination date cannot be greater than 6 months or cross fiscal years. Attach the Additional Compensation Request Form.
7. Staff member can begin additional work.

## **In Lieu of Additional Compensation:**

In some cases, additional compensation may not be necessary for non-exempt (bi-weekly) employees. If the additional duties will require overtime it may be best to approve overtime pay instead of overtime compensatory hours. Overtime pay can be requested and set up on a temporary basis. Please advise your Business Coordinator if you choose this method.

**UHCL Overtime and Compensatory Time for Non-Exempt Staff Policy (4.1.1b):** *At the discretion of the department head, when granting compensatory time off is impractical, pay may be granted for overtime work at a rate equal to 1-1/2 times the employee's regular hourly rate. Such compensation must be provided within the same pay period that the overtime is worked.*

**Note:** *The Additional Pay process is not changing. Additional Pay is not for compensable time or work performed and should be used only for the items listed below. Please continue to use the Approval for Additional Pay Form.*

**Types of Additional Pay:** *Incentive Pay, Tuition Reimbursement, Cellular Device Communication, Auto Allowance, and Taxable Payments or Reimbursements (Gift Cards).*

*\*This document serves as a guideline only. Please contact your Compensation Analyst in the Office of Human Resources if you if you have additional questions.*