



STAFF SUPPLEMENTAL PAY POLICY

EFFECTIVE 1-1-2004

Supplemental Pay Policy for Exempt and Non-Exempt Staff

There may be occasions where a current employee may be the most appropriate person to undertake a specialized assignment on a temporary basis and supplemental payment is appropriate. Supplemental pay compensation may include, but is not limited to, stipends and honoraria. Such supplemental pay may be provided through restricted (grant) or unrestricted (institutional) funds, provided such funds are available and payment is allowable in accordance with College policy. Supplemental pay does not encompass pay for interim or "acting" positions or assigned overload.

Prior Approval for Exempt and Non-Exempt Staff

Prior to quoting the employee an hourly rate or amount of pay for the work desired, approval must be obtained by the appropriate department head, Vice President/Provost and the Office of Human Resources. All requests for supplemental pay must be submitted on the College Supplemental Pay Approval Form prior to the start of the work to ensure there is no conflict of interest and that all applicable laws are considered. Work should not commence until the Office of Human Resources has approved the request. Ideally, all requests should be submitted to Human Resources at least thirty (30) days in advance of the anticipated start date of the assignment.

When requesting supplemental pay, the employee's supervisor or the requesting supervisor (if different) must submit the Supplemental Pay Approval Form to the appropriate Vice President/Provost for approval. Once approved, the form must be routed to Human Resources for final approval. Please note the approval form must contain the hours of work required and the estimated rate per hour or flat fee in accordance with the College's wage and salary structure, as approved by Human Resources.

Requests for Supplemental Pay

In an instance where supplemental pay is requested, the following criteria must be satisfied and articulated in the Supplemental Pay Approval Form before the assignment can commence:

- The assignment is clearly beyond the scope of the specific duties of the employee's regular position that is performed during the employee's normal working hours.

- The assignment to be performed is at a time totally separate and apart from the employee's normal and usual working hours.
- The assignment will not interfere with the performance of regularly assigned teaching, research, administrative, or other duties.
- The assignment is of a special or non-ongoing nature, making it infeasible to hire a temporary employee.

Non-Exempt Employees

Non-exempt employees are paid on an hourly basis for hours worked. Hours worked in excess of 40 hours per week must be compensated at time and a half. Time worked on supplemental assignments is not a separate entity but a combination of the regular job and supplemental duties and will be computed as such.

When a non-exempt employee works two jobs at two different rates of pay, a blended overtime rate will be calculated, in which the hours worked at each of the rates are combined to determine a weighted average rate of pay. The employee is then paid overtime at time and one half that weighted average for all overtime hours worked.

Supplemental Pay for Exempt and Non-Exempt Employees Under Grant-Funded Initiatives

Occasionally, grant-funded initiatives may require additional support from staff to perform certain tasks and/or activities. Exempt staff who are pursuing grant funds are required to consult with the Office of Sponsored Programs or staff in the Division of Institutional Advancement during the proposal writing process in order to ensure that the request for staff assistance is in accordance with College policy. Further, supplemental pay for both exempt and nonexempt staff utilizing restricted grant funds must be an allowable cost based on the guidelines of the grant agreement and must be consistent with the College's policies and procedures as outlined within this policy statement.

Staff Supplemental Pay Procedures*

Step One:	The requestor should meet with the employee's supervisor, if different, to discuss the proposed supplemental assignment for the employee. At this stage they should determine how the assignment will not interfere with the employee's regularly assigned duties.
Step Two:	With the supervisor's approval, the requestor should have an initial conversation with the employee to determine interest in the supplemental assignment. Please note: Details regarding compensation or rates of pay should not be discussed until after approval by the Office of Human Resources.
Step Three:	The requestor should complete the Staff Supplemental Pay Approval Form, indicating a description of the work, length of assignment and expected or anticipated pay. Ideally, this form must be submitted to Human Resources at least thirty (30) days in advance of the anticipated start date of the assignment.
Step Four:	Human Resources will review the request to determine whether the recommended compensation or rate of pay is equitable for the duties of the supplemental assignment and/or make recommendations for the appropriate amount of compensation.
Step Five:	The Office of Budgets and Contracts will verify the availability of funds and notify Human Resources.
Step Six:	Human Resources will notify the requestor of the approved amount and provide a copy of the notification to the division head.
Step Seven:	Upon notification of approval, the requestor will inform the employee of the rate of pay, hours of work, and length of assignment. At this time they will reconfirm how the assignment will not interfere with the employee's regularly assigned duties. The requestor must also reconfirm assignment details with the supervisor now that final approval has been received.
Step Eight:	Human Resources will send the employee a supplemental pay confirmation letter that outlines details of the assignment.
Step Nine:	Human Resources will instruct the requesting supervisor to generate a Personnel Action Form for approval by the appropriate Vice President/Provost and the Office of Budgets and Contracts. The Supplemental Pay Approval Form should be attached to the Personnel Action Form, which authorizes payment of supplemental compensation.

* Please note: Exempt staff who are pursuing grant funds are required to consult with the Department of Human Resources, Office of Sponsored Programs or staff in the Division of Institutional Advancement during the proposal writing or renewal process in order to ensure that the request for staff assistance is in accordance with College policy.