Policy: Supplemental Pay	**Policy No:** I-2.3
Policy Owner(s): Human Resources	**Original Date:**
Last Revised: 11/1/2019	**Approved Date:**

I. POLICY: John Carroll University recognizes that certain circumstances may warrant staff employees to receive additional temporary compensation, also known as supplemental pay, for administrative or instructional duties outside of their job description and not anticipated to become permanently assigned duties.

II. PURPOSE: To explain the conditions and approval process under which a staff employee may receive Supplemental Pay. The Supplemental Pay Policy is intended to apply to three situations:

A. Interim appointments to a higher level of administrative responsibility, such as interim director or head of a unit. For example, a staff employee may be assigned supervisory duties for several months to cover the responsibilities of a supervisor on extended leave.

B. Temporary and significant increases in responsibility during the staff employee's normal work hours. For example, an employee may be assigned to perform duties or lead temporary projects that are of strategic importance to the University. These additional duties generally require utilization of skills and the performance of tasks that are above the expectations of their current role.

C. Extra duties performed outside the staff employee's job description and outside of normal work hours or that add extra work hours in addition to those spent on normal job duties. Examples include, but are not limited to: summer session assignments for ten-month employees and staff teaching assignments.

III. SCOPE: Staff employees (full-time or part-time).

IV. DEFINITIONS:

Supplemental Pay: Additional temporary compensation for administrative or instructional duties outside of the staff employee's job description and not anticipated to become permanently assigned duties.

V. PROCEDURES:

A. Application of Policy:

1. Supplemental Pay is not a bonus to reward performance.

2. Employees who are eligible for overtime pay under the Fair Labor Standards Act (FLSA) regulations may not be given Supplemental Pay in lieu of overtime.

3. Supplemental Pay is not authorized for activities and assignments that are reasonable expectations of an individual's current job responsibilities, such as special projects, task forces, campus committee assignments or responsibilities listed in current or future-state job descriptions. Job descriptions will change and evolve over time.

4. An assignment justifying Supplemental Pay should not exceed six (6) months. Justification for an extension of the request for Supplemental Pay must be presented through the normal approval request process outlined in the procedures section of this policy.

5. The maximum amount of Supplemental Pay that may be received during a staff employee's Supplemental Pay period is limited to 10% of the salary earned during the specified period, unless extraordinary compelling justification is provided and approval for an exception is obtained from the President of the University. Approval by the Board of Directors also may be required for officers or others depending upon the position.

6. Supplemental Pay should not be awarded for additional work performed within a staff employee's department that may be considered as part of the employee's normal job function. Supplemental Pay is not intended to be utilized as a long-term or ongoing compensation strategy.

7. Prior approval and written justification is required for all staff Supplemental Pay requests. The supervisor submits the request to Human Resources who will provide guidance on next steps. Justification must include: rationale for requested payment, a detailed description of work involved, an explanation of the relationship between the additional work and the employee's normal job responsibilities, and the estimated time period during which additional work is to be performed.

8. The University will not pay an employee in advance for supplemental work that has not yet been performed.

B. Procedures: The information below outlines procedures for approval of and payment for assignments that warrant Supplemental Pay.

1. If the supervisor or department or division head has questions concerning the relationship of work to be performed to an employee's normal job responsibilities, they should consult with Human Resources for guidance.

2. For interim appointments to a higher level of administrative responsibility, during the employee's normal work hours (i.e. such as an interim assignment to cover supervisory duties for a vacant position):

    a) The supervisor will work with Human Resources to define interim responsibilities. Human Resources will create an Electronic Personnel Action Request form (EPAF), which will be reviewed and approved by the appropriate administrators (department head, dean, divisional vice president, budget officer, etc.).

    b) The approved EPAF must be reviewed by Human Resources for final approval and processing.

    c) The Supplemental Pay will be included in the employee's regular pay cycle for the length of time indicated on the EPAF. If the assignment is extended, a revised EPAF must be processed for Supplemental Pay to be extended.

    d) Human Resources will provide notification to the employee and supervisor when the approval for the Supplemental Pay is complete.

3. Temporary and significant increases in responsibility during the employee's normal work hours beyond the scope of the employee's job description (ie: significant additional project or responsibility for set time period):

    a) Formal, written approval for the additional work assignment and Supplemental Pay must be obtained prior to beginning work on the assignment. The department requesting the Supplemental Pay must determine, through the Divisional Vice President and the budget office, the funding source(s) and availability of funds.

    b) The supervisor will work with Human Resources to define the additional responsibilities and performance expectations.

    c) Human Resources will create an EPAF form, which will be reviewed and approved by the appropriate administrators (department head, dean, divisional vice president, budget officer, etc.).

    d) The approved EPAF must be reviewed by Human Resources for final approval and processing.

    e) The Supplemental Pay will be included in the employee's regular pay cycle for the length of time indicated on the EPAF. If the assignment is extended, a revised EPAF must be processed for Supplemental Pay to be extended.

f) Human Resources will provide notification to the employee and supervisor when the approval for the Supplemental Pay is complete

4. Extra duties performed outside of normal work hours and job duties (i.e.: significant project or duties requiring significant work outside normal work hours and outside primary job description):

a) The primary job's supervisor must approve the extra assignment and the employee must satisfactorily perform all of their primary job's duties.

b) The additional assignment:

(1) Must not interfere with the staff member's normal duties in their primary job,

(2) Must be outside the scope of the employee's normal job responsibilities, and

(3) Must be carried out at times other than during the normal working hours established for the full-time employment responsibility of that staff member.

c) In extraordinary circumstances, when justified, additional activities for justifying Supplemental Pay may take place during the course of the employee's normal working hours (for example teaching a class or workshop), and such exceptions must be approved in advance.

(1) Paid leave may not be used to account for the time lost from the primary department related to the employee working on the additional assignment.

(2) An alternate work schedule must be approved in writing using the process and forms found in the Flextime Work Schedule Policy and forwarded to Human Resources for inclusion in the employee's personnel record.

d) Human Resources will create an EPAF, which will be reviewed and approved by the appropriate administrators (department head, dean, divisional vice president, budget officer, etc.).

e) The approved EPAF must be reviewed by Human Resources for final approval and processing.

f) The Supplemental Pay will be included in the employee's regular pay cycle for the length of time indicated on the EPAF. If the assignment is extended, a revised EPAF must be processed for Supplemental Pay to be extended.

g) Human Resources will provide notification to the employee and supervisor when the approval for the Supplemental Pay is complete.

I. CROSS REFERENCES:

Flextime Work Schedule

Compressed Work Week

Hours Worked and Overtime