Temporary Responsibility/ Supplemental Compensation

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Scope

Administrative, professional/managerial, office/service staff and academic personnel in all campus units.

Policy Statement

All employees are accountable to UNK for 100 percent of the duties and responsibilities associated with the employee’s base salary. The primary obligation of University employees is the full and complete execution of all assigned duties and responsibilities. Employees may be requested to provide tasks within the University of Nebraska (UNK, UNL, UNO, UNMC) that are considered to be in addition to their regularly assigned duties for which compensation in excess of institutional base salary may be paid.

An employee who temporarily performs duties unrelated to their normal responsibilities or who temporarily assumes additional responsibilities may be eligible to receive extra compensation as overload to provide a temporary pay equity adjustment. Compensation in excess of base salary is a temporary adjustment of total compensation, which must be
specified and approved by the appropriate departmental chairperson or other Supervisor, Dean or Director, Vice Chancellor and Chancellor in writing prior to work commencing, and is expressly conditioned on availability of funds.

Overload assignments may not be used for merit or performance based compensation. Where duties are assigned on a permanent basis as part of the employee’s regular duties, the position needs to be reviewed for adequate compensation.

University personnel at the level of director and above (but not including departmental chairpersons) are not eligible to receive additional compensation for overload assignments, without prior written approval by the President.

Temporary increases in pay may be appropriate when there is a temporary increase in responsibilities. This should occur only when the increased responsibility in work is performed outside of the assigned job. No overload assignment shall provide income in excess of twenty percent (20%) of the staff member’s base salary (except for summer teaching and summer research appointments for academic-year staff) without the prior written approval of the President (Executive Memorandum No. 19) The overload assignment applies to all sources of funds.

All temporary rate changes and rationale for the temporary increase must be documented on a Salary Determination form prior to submission of a UNK Recurring and Additional Payments form. The payment of overload assignments is intended to be temporary. The duration of an overload assignment may range from a minimum of one (1) month but should not exceed twelve (12) months; however, if necessary, one extension of up to an additional twelve (12) months may be approved. Additional compensation is paid as a set amount per appropriate pay period.

Criteria and Guidelines

An overload assignment is acceptable when an employee is assigned work or services that are substantially outside the scope or reasonable potential scope of the employee’s current position duties.

The payment of an additional assignment cannot extend past the end date of the fiscal year in which the additional compensation was approved. However, it may end earlier during the fiscal year if the temporary duties are completed or removed from the employee. Should it be necessary to continue the temporary work assignment beyond the end of the fiscal year, a new Salary Determination form needs to be submitted for review and approval, as well as a new UNK Recurring and Additional Payments form, for the length of the extension.

If an employee terminates or vacates the position on which the additional duties were assigned, the additional compensation will end on the effective date of the position termination.

The forgoing policy is subject to any additional requirements or limitations set forth in the collective bargaining agreement between the Board of Regents and the University of
Nebraska at Kearney Education Association with respect to Academic-Administrative personnel covered by said agreements.

**Overload Assignments** (by a second (hiring) department to an employee in another home department)

Prior to an offer being finalized the hiring (funding) department must notify the employee’s home department of the overload assignment in writing. This will allow the employee’s supervisor to review the additional assignment to ensure it will not adversely affect the employee’s primary assignment.

**Overload Assignments for Teaching Activities**

An individual who performs both staff functions and teaching activities is considered a full-time staff employee with a concurrent part-time faculty appointment and title.

**Review**

Using the stated justification on the **Salary Determination** form, their supervisor should monitor the temporary duties assigned to the employee. The supervisor shall determine the appropriate process to substantiate that the employee receiving the additional compensation is completing the duties satisfactorily. The employee’s supervisor will perform independent monitoring of the overload assignment.

**Recognition/Honorarium/Awards:**

Recognition/honorarium/professorship awards and associated supplement wages for employee recognition are not governed by this policy.

**Accounting for Additional Compensation**

All additional compensation shall be processed and paid through the payroll system. The appropriate supervisor or unit head is responsible for the budgeting and expenditure of funds for an approved additional compensation. Overload assignment requests must be submitted and paid before the close of the fiscal year in which the services are performed.

**Policy Exceptions**

Policy exceptions are to be referred to and approved by the Vice Chancellor for Business and Finance and the Chancellor or their designee. Payment for additional compensation using grant funds must be requested and approved within the appropriate grant-funding period.

The policy statement “Compensation in excess of base salary is a temporary adjustment of total compensation, which must be specified and approved by the appropriate administrative channels in writing prior to work commencing, and is expressly conditioned on availability of funds” may be waived in situations where additional duties...
not usually performed are not prearranged. Examples: temporary disability, workers compensation, FMLA or resignation of an employee.

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**Reason for Policy**

The salary of employees is full compensation for job duties and responsibilities performed for the University. There are occasions, however, when an employee is asked to perform, on a temporary basis, responsibilities and activities outside the scope or reasonable potential scope of the employee’s position. In such instances, the employee may be eligible to receive additional compensation.

This policy establishes guidelines consistent with federal, state and University regulations for the total allowable compensation that can be paid to employees from University-controlled funds. This policy does not apply to overtime and compensatory time for non-exempt employees or to compensatory time for exempt employees.

This policy describes the very limited circumstances in which an employee may be eligible for additional compensation for additional services and duties performed, and the procedures related to such payments. This policy is not intended to modify any of the existing policies or procedures governing the administration of University salaries and payments.

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**Procedures**

**Approvals and Authorization**

All supplemental wages must have prior approval before work or services can be performed by the employee. Prior to any work being completed, all temporary rate changes and rationale for the temporary increase must be documented on a Salary Determination form and submitted to Human Resources. On the Salary Determination Form, in the Justification for Salary Decision section, the following information should be provided.

1) An explanation of the duties to be performed beyond the employee’s current work assignment.
2) The duration of the work assignment.
3) Either the selection process used to determine the work assignment, or the unique qualifications possessed by the employee that make them uniquely qualified to perform the work or services.
4) A justification that the increased responsibility in work is performed outside of the assigned job description.
5) Detail of when the work will be completed (during the workday, number of hours, or outside of the normal workday).
6) Prior to an offer being finalized, if the work is being done for a department which is not the employee’s home department, the hiring (funding) department must notify the employee’s home department supervisor of the overload assignment in writing. This will allow the employee’s supervisor to review the additional assignment to ensure it will not adversely affect the employee’s primary assignment.

Prior to the start of the assignment and before payment is initiated, supervisors must discuss the overload assignment and specifics with the employee. The employee must agree to the terms, and an agreement (MOU) must be signed by the employee’s home department supervisor, hiring department (if applicable), and Human Resources. This will be provided to the hiring department after the Salary Determination form is completed and approved by Human Resources.

After the Salary Determination form and (MOU) have been completed and all approvals are received, the hiring department will complete a UNK Recurring and Additional Payments form for submission to Human Resources to initiate the payment process.

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**Definitions**

**Additional Compensation.** Means a payment in addition to the employee’s base salary for work that is clearly in addition to regularly assigned duties. Additional compensation does not affect an employee’s base salary.

**Base Salary.** The annual budgeted salary of the employee as it appears in the employment contract of the employee or subsequent letters of notice of salary increase/decrease.

**Personnel Action Form (PAF).** Used to report appointments, terminations, a change in status, or compensation of an individual employee.

**Supplemental Compensation.** Compensation received from employment that is in addition to the regular, ordinary salary or wages. Supplemental compensation may include overloads, additional salary, and other temporary responsibilities.

**Temporary Positions.** Means a position established for a limited period to accomplish a specific task. A temporary appointment typically does not exceed a (1) one year period.

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**Additional Contacts**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Determination form</td>
<td>Lucia Raya-Kaup</td>
<td>402-472-8014</td>
<td><a href="mailto:rayal2@unk.edu">rayal2@unk.edu</a></td>
</tr>
<tr>
<td>UNK Recurring and Additional Payments</td>
<td>Chelsea Swarm</td>
<td>308-865-8426</td>
<td><a href="mailto:swarmcm@unk.edu">swarmcm@unk.edu</a></td>
</tr>
</tbody>
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Forms

**Salary Determination Form:** SAPPHIRE path – Business Forms > UNK > Human Resources > Personnel Actions > Salary Determination Form

**UNK Recurring and Additional Payments:** SAPPHIRE path – Business Forms > UNK > Human Resources > Personnel Actions > UNK Recurring and Additional Payments

**MOU:** SAPPHIRE path – Business Forms > UNK > Human Resources > Personnel Actions > Employment Stipend

Related Information

**Executive Memorandum No. 19 (Overload Assignments)**

**Executive Memorandum No. 7 (Guidelines for Granting Appointments to Academic-Administrative Staff Positions)**

Guidelines for Granting Appointments to Academic-Administrative Staff Positions are set forth in 3.1.1.1 of the Bylaws of the Board of Regents

History

This policy replaces current policy located at Business and Finance Policy and Procedures