

Salary Supplements

Updated: 7/07/2016

Purpose

The purpose of this policy is to provide guidelines in determining when and how to provide a salary supplement.

Policy

This policy provides the guidelines for temporary compensation for individuals temporarily assigned to an existing job in a higher salary grade than his/her regular job and the employee performs the principal duties and assumes the principal responsibilities of the higher-paid job for periods longer than eight weeks or the employee's job duties have been substantially expanded resulting in a substantial increase in the effort required; the employee will be considered to have received a temporary promotion. (Comp Policies Rev April 05, pg. 20)

Procedures

The employee's base salary should be increased in accordance with the policy for Promotions for the relevant period. If the temporary assignment is to a lower-paid job, the employee's base salary will not be adjusted. Compensation for temporary assignments will be initiated by the appropriate Vice President, reviewed by the Office of Human Resources Compensation designee, and approved by the Human Resource Advisory Committee (HRAC).

Applicability

When it is deemed necessary to temporarily assign an employee to a higher job other than his or her regular job.

Responsible Party

Associate Vice President, Office of Human Resources