Policies for Professional Staff and Support and Service Staff not Covered by a Union

Temporary Pay
PA/SS 2.3

Revised March 1, 2008

Employees covered by this policy
This policy applies to Professional Staff and Support and Service Staff not covered by a union.

A. Overview

1. Indiana University recognizes that department heads have the authority to assign additional or higher-level responsibilities to an employee on a temporary basis.

2. In appropriate cases, a department head may provide additional pay to an employee who is performing additional or higher-level duties on a temporary basis.

3. An assignment of additional and/or higher-level responsibilities with additional pay should not exceed one year.

4. Nonexempt employees: The assignment of additional responsibilities to an overtime-eligible (i.e., nonexempt) employee may result in additional work hours and overtime pay. If, based on consideration of the criteria below, the department head determines that overtime pay is not sufficient to compensate for the additional responsibilities, the department head may consider a temporary pay adjustment.

5. Exempt employees: The assignment of additional responsibilities to an overtime-exempt employee may or may not significantly increase the employee’s overall workload. If, based on consideration of the criteria below, the department head determines that the additional responsibilities assigned exceeds the employee’s appointment status, the department head may consider a temporary pay adjustment.

B. General Guidelines

1. A temporary pay adjustment may be appropriate when:
   a. An employee temporarily
      i. assumes full or partial duties of another position, or
ii. is assigned new duties for a temporary period of time

b. The duration of the assignment of the new duties is no less than two weeks and not more than one year

c. The duties represent a significant change in scope of responsibilities or require different job competencies

2. Temporary pay may be appropriate even if the employee retains significant portions of his or her regular duties while performing the temporary duties.

3. In determining whether a temporary pay adjustment is appropriate and, if so, the amount of such an adjustment, the department should consider the following:

   a. Employee’s job-related qualifications and performance
   b. Pay of other employees performing similar work in the RC
   c. Percent of time that will be spent performing the temporary duties
   d. Unit’s fiscal resources

4. When the employee is no longer performing the additional or new duties, the employee's salary returns to his or her former base salary, plus any annual salary increase that may have occurred in accordance with Trustee policy.

C. Procedures for Approving and Implementing Hourly Pay

1. Contact the campus Human Resources office to obtain consultative advice and assistance in determining whether the criteria for a temporary pay adjustment are met and, if so, the appropriate amount of temporary pay.

2. File an Additional Pay E-Doc. It should include a brief explanation of the rationale for the temporary pay and, the position number and salary plan/grade of the position being temporarily filled (if any) in the comments section.

3. If, in an exceptional situation, a temporary assignment exceeds one year, the chancellor, provost, or appropriate vice president must approve the extended assignment for a limited period of time and any special salary adjustment. Written approval should be obtained prior to submitting an E-Doc with the approval copied into the comments section of the E-Doc.