

ER 15 UNIVERSITY OF PITTSBURGH POLICY (formerly 07-09-02)

CATEGORY: PERSONNEL
SECTION: Salary Administration
SUBJECT: Supplemental Payment Requests for Staff Employees
EFFECTIVE DATE: January 1, 2007
REVISED DATE: January 18, 2024
PAGE(S): 2

I. SCOPE

This policy establishes the fair and consistent administration of supplemental payment requests for classified staff and union employees at all University campuses. This policy generally applies to exempt (non-faculty) staff. Non-exempt staff as required by the Fair Labor Standards Act (FLSA) should only receive supplementary compensation in the form of overtime and/or compensatory time for additional work performed. Only in rare instances will supplemental payments be granted to non-exempt staff employees. This policy does not apply to faculty, students, or temporary staff. Terms and conditions of employment for employees who are members of bargaining units are set forth in those employees' applicable collective bargaining agreements and any related documents.

II. POLICY

Supplemental payments are utilized as a way to provide short-term additional taxable compensation to classified staff employees for work performed outside of normal job responsibilities. Reasons that qualify for supplemental payments include: interim assignment of duties, additional duties, special project work, and teaching assignments. (See Procedure 07-09-02, Supplemental Payment Requests for Staff Employees, for specific definitions and requirements of each reason of payment.)

Supplemental payment requests must be approved by the Responsibility Center Leadership (Vice Chancellor, Associate Vice Chancellor, or Dean, whichever appropriate) and submitted to the Compensation Department in the Office of Human Resources for review before payment arrangements are communicated to staff employees. **Supplemental payments must be approved prior to work being performed by the employee, and will not be granted retroactively for work already completed.** Departments should consider consulting directly with the Compensation Department for initial supplemental payment recommendations **prior** to payment requests being submitted through the department's appropriate approval channels. The department must demonstrate that the employee will engage in University activity requiring effort that is beyond the scope of what is defined in the duties and responsibilities of the staff employee's regular position. Supplemental payments should not be awarded for additional work performed within the employee's regular department that may be considered as part of the employee's normal job function.

Supplemental payments are not intended to be utilized as long-term or ongoing compensation strategies. To address longer term needs, departments should consider temporarily augmenting staff employee base pay salaries as appropriate until such time additional or extraordinary work requirements are satisfied. When additional duties are relinquished, base pay salaries should revert back to original amounts. Requiring prior approval from the Responsibility Center Leadership and the Compensation Department, temporary base pay salary adjustments will be documented in writing and agreed upon by the employee and department before official temporary base pay adjustments are made.

III. REQUIREMENTS

Written justification is required for all staff supplemental payment requests. 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 work is to be performed.

The minimum signatory approval for all staff supplemental payment requests must be obtained by the Responsibility Center Leadership (Vice Chancellor, Associate Vice Chancellor, or Dean, whichever appropriate). Supplemental requests without the minimal signatory approvals will be returned to the department initiating the request. All staff supplemental requests must be submitted through the department's appropriate approval channels before it is submitted to the Compensation Department for final review and processing. (See Procedure 07-09-02, Supplemental Payment Requests for Staff Employees, for supplemental payment request submission requirements.)

Only University Officers are able to authorize exceptions to the terms and requirements of supplemental pay requests as outlined in the policy and procedure.

IV. REFERNECE

[Procedure ER 15, Supplemental Payment Requests for Staff Employees](#)