

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

CATEGORY: PERSONNEL
SECTION: Salary Administration
SUBJECT: Supplemental Payment Requests for Staff Employees
EFFECTIVE DATE: January 1, 2007
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PAGE(S): 5

I. PURPOSE

This procedure establishes the process of requesting and compensating classified staff (non-faculty) employees for additional work performed and/or additional payments through a supplemental payment request.

II. SCOPE

This procedure applies to all classified staff and union supplemental payment requests at all University campuses. This procedure 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.

III. ROLES AND RESPONSIBILITIES

The Compensation Department of the Office of Human Resources is responsible for the administration of supplemental payment guidelines to maintain fair and equitable pay for all University classified staff employees. To ensure adherence to policy and procedure, departments may 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. Supplemental payment requests must be officially approved by the Responsibility Center Leadership (Vice Chancellor, Associate Vice Chancellor, or Dean, whichever appropriate) and submitted to the Compensation Department for review before payment arrangements are communicated to staff employees. **Supplemental payments must be approved prior to work being performed by the employee. Supplemental payments may not be made retroactive.** Responsibility Center Leadership must manage supplemental payment policy and procedures to their respective budgets. University Officers are responsible for maintaining overall accountability of supplemental payment equity among their respective areas. 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. DEFINITIONS AND PAYMENT GUIDELINES

The supplemental payment guidelines are aligned with the requirements of the Fair Labor Standards Act, NIH policy, OMB Circular A-21, and the University's Staff Classification System. Supplemental payments should not be granted for work performed beyond six consecutive months in duration. If supplemental payments are anticipated to last longer than six consecutive months, 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. If

a temporary augmentation occurs during the annual increase process, departments should only grant an increase based upon the employees' actual base pay.

This section documents the University's guiding principles when determining the appropriateness of supplemental payment requests. Only University Officers are able to authorize exceptions to the terms and requirements of supplemental pay requests as outlined in the policy and procedure.

Interim Assignment of Duties

Supplemental payments for interim assignments are intended to augment an *exempt* employee's salary while *temporarily* taking on management and/or leadership responsibilities to continue the operations of a function, department, or unit during a critical vacancy. Interim assignments are only awarded at the discretion of University Officers (or their designees). Incumbent must perform all or the majority of the duties necessary to fulfill the requirements of the vacant position. Examples include fulfilling duties of an employee out on extended leave or assuming additional responsibilities of a vacant position during the department's recruitment process.

To qualify a supplemental payment under the reason of "interim assignment of duties", the department must submit a justification that outlines:

1. Rationale for requested payment
2. Detailed description of the level of duties and responsibilities of the interim work required
3. Details of the vacant position such as: name of person previously occupying position, job family, job classification, and position number
4. Estimated time period during which interim duties are to be performed

Pay considerations for "interim assignment of duties":

- If the job classification level of the interim work being performed is within the employee's current pay grade, then **up to a 5%** increase of monthly salary per monthly supplemental payment may be appropriate. However, if work performed is short-term and within a **lower job classification** level, no additional compensation is necessary.
- If the job classification level of the interim work being performed is one pay grade above the employee's current pay grade, then **up to a 10%** increase of monthly salary per monthly supplemental payment may be appropriate.
- If the job classification level of the interim work being performed is two pay grades or more above the employee's current pay grade, then **up to a 20%** increase of monthly salary per monthly supplemental payment may be appropriate.

Additional Duties

Additional duties are defined as situations in which *exempt* staff employees assume extra duties beyond the normal scope of their regular job duties and responsibilities. Additional work can not interfere with the employee's regular responsibilities and must be performed in addition to their normal job function. Supplemental payments for additional duties are to be awarded as an **exception**, not as a regular method of compensating exempt staff for additional effort. In certain instances, work performed on behalf of another department may also be considered "additional duties".

To qualify a supplemental payment under the reason of "additional duties", the department must submit a justification that outlines:

1. Rationale for requested payment
2. Detailed description of the level of duties and responsibilities of the additional work required
3. Explanation of the relationship between the additional duties and the employee's regular job responsibilities
4. Estimated time period during which additional duties are to be performed

Pay considerations for "additional duties":

- If the job classification level of the additional work being performed is within the employee's current pay grade, then **up to a 5%** increase of monthly salary per monthly supplemental payment may be appropriate. However, if work performed is short-term and within a **lower job classification** level, no additional compensation is necessary.
- If the job classification level of the additional work being performed is one pay grade above the employee's current pay grade, then **up to a 10%** increase of monthly salary per monthly supplemental payment may be appropriate.
- If the job classification level of the additional work being performed is two pay grades or more above the employee's current pay grade, then **up to a 20%** increase of monthly salary per monthly supplemental payment may be appropriate.

Special Projects

Special project work is defined as work performed specifically under the direction of senior management for a **pre-approved grant** (e.g., NIH grant). Supplemental payment requests for special project grant work may only be submitted for exempt employees. To be eligible, an employee must perform project management or task oriented work for a special grant related project.

Special grant related project supplemental payment requests that do not meet the requirement guidelines below must be approved at the University Officer level prior to any work performed by the employee.

To qualify a supplemental payment under the reason of "special project", the department must submit a justification that outlines:

1. Nature and job duties of work
2. Hours worked specifically on project
3. Lack of conflict of interest between primary position and work performed on behalf of the project

Employees performing special grant project duties must document hours worked on behalf of the project and submit with the supplemental payment request.

Pay considerations for "special projects":

- **In accordance with NIH policy, a staff employee's base salary cannot be paid from the same grant from which the supplemental payment is awarded**
- Pay may not exceed the employee's commensurate hourly rate. The commensurate hourly rate is based upon the annual salary/1,950 working hours per year

Teaching Assignments

Exempt staff employees may engage in adjunct teaching assignments and/or agreed upon teaching arrangements on behalf of the University *after* receiving final approval from the employee's primary department. Supplemental payment requests for teaching assignments must be approved each semester. Departmental leadership must be cognizant of teaching assignments that occur during an employee's normal work day.

To qualify a supplemental payment under the reason of "teaching assignments", the department must submit a justification that outlines:

1. A brief description of the academic course and responsibilities required to fulfill the teaching commitment
2. Estimated time period during which teaching responsibilities are to be performed
Pay considerations for "teaching assignments":
 - Pay for teaching assignments must be documented and agreed upon by the department initiating the teaching assignment, the employee's primary department, and employee.

Supplemental Payment Requests for Non-Exempt Employees

Supplemental payment requests are not to be used for payment of actual hours worked by non-exempt employees. Such payments are prohibited under the terms of the Fair Labor Standards Act and University Policy. Even in instances where hours worked occur in a separate department from the non-exempt employee's primary assignment department, payment through supplemental payment requests for hours worked may not be authorized in accordance with FLSA regulations. Payments for additional hours worked for a non-exempt employee must be submitted as hours worked under the primary or secondary task on the timecard. Secondary tasks can be set up by the Office of Human Resources on the TEAM form.

Inappropriate Application of Supplemental Payment Requests

Supplemental payments may not be utilized under the following circumstances:

1. Payment for work performed prior to being officially hired as a University employee
2. Payment for unpaid vacation or sick days upon termination from the University
3. Payment for holding two separate University assignments

Refer to your Human Resource Representative for guidance on appropriate payment processes for these types of payments not authorized under the supplemental payment request process.

V. PROCEDURE

Requests for Exempt staff that are initiated by the employee's primary department can be submitted as an Individual Compensation Plan in Pitt Worx.

Requests for Exempt or Non-Exempt staff that are initiated by a secondary department can be submitted through DocuSign on the form Supplemental Payment for Exempt or Non-Exempt Staff (Initiated by a secondary department)

Requests for Non-Exempt staff that are initiated by a primary department can be submitted through DocuSign on the form Supplemental Payment for Non-Exempt staff (Initiated by a primary department)

Supplemental payment requests must be submitted and approved through the department's appropriate approval channels. All supplemental payment requests (regardless of type) must obtain minimal signatory approval by the Responsibility Center Leadership prior to being submitted to the Compensation Department for final review and processing. Supplemental payment requests received by the Compensation Department without the minimal signatory approvals will be returned to the department initiating the request.

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

All questions regarding the classified staff supplemental payment request process should be referred to the Compensation Department.

VI. REFERENCE

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