

Additional Pay Policy for Staff

Staff (salaried and hourly) who assume additional duties, either in an interim role or on a temporary basis in addition to their regular role, may be eligible for additional pay. Supervisors generally are not eligible for additional pay when they perform duties related to vacancies under their purview but pay may be granted when the additional duties require a significant amount of extra time. Additional pay amounts are determined based on the scope of the duties and are not added to base salary. If the work results in additional hours, the additional responsibilities must typically be performed outside of the staff member's regular work hours.

General guidelines.

Requests for additional pay/ additional hours must be approved before the staff member starts the work. The cost of additional pay/hours and overtime will be paid by the department's operating budget unless prior approval is given to use central funding for vacancy or leave. Only one additional pay or temp backfill per vacancy/leave will be approved unless an exception is pre-approved by Financial Planning and Human Resources and the total hours requested cannot exceed the total hours of the vacancy/leave.

Additional pay for Hourly Staff

Hourly staff who work more than 40 hours in a work week are eligible for overtime pay. If the hourly staff member is working in multiple departments, the departments assigning the work should discuss who is responsible for the overtime and the funding source.

Hourly employees must report hours for the extra assignment separate from their regular hours. A separate position number is provided in Workforce Time to report the additional hours.

Secretarial/Clerical Union Staff

The rate of pay for additional work performed by secretarial/clerical union employees is determined by union contract. An MOU is required for work done in different departments or outside the scope of their normal work.

Public Safety Union Staff

Additional hours and pay are managed by the department and should follow the department process. Pay considerations follow the union contract.

Physical Plant Union Staff

Additional hours and pay are managed by the department and should follow the department process. Pay considerations follow the union contract.

[Instructions](#) on submitting an additional pay request.

[Submit](#) an additional pay request.

*VPN is required to access the **additional earning request** form if you are not on campus. Instructions can be found [here](#).