GUIDELINES FOR ADDITIONAL COMPENSATION FOR SALARIED EMPLOYEES
(Exempt)

Salaried professional employees are not eligible for overtime pay and are considered exempt employees. They receive an annual salary in equal payments (either semi-monthly or monthly pay) for the work they perform in accordance with the Fair Labor Standards Act (FLSA) guidelines.

On a very limited basis, departments may apply to Human Resources for additional compensation for salaried staff only if any one of the following conditions is applicable:

- Performing “isolated or one-time work” that is significantly outside of their normal job responsibilities and outside of their normal working hours.
- Assigned on an “interim basis” to perform the primary duties of a different position and designated with the interim title.
- A salaried part time employee whose schedule is not continuous throughout the year (e.g. does not work during the summer) and who is required to work during a pay period in which he or she is not normally scheduled to work. For example, a .75 FTE employee who is not scheduled to work during the summer and is asked to perform work during some portion of that time off.

The attached form will need to be completed by the employee’s supervisor and sent to Human Resources with justification indicating the reason(s) for the additional pay (anticipated length of the assignment, type of work to be completed, and why the work cannot be done as part of the current work schedule of the department staff). Additional payments will not be processed without approval from the department fiscal manager, the responsible Cabinet Member, Human Resources, Financial Planning, and the Senior Vice President, Chief Administrative Officer and Treasurer.
REQUEST FOR ADDITIONAL PAY FOR SALARIED EMPLOYEES

On a very limited basis there may be a reason to provide additional pay to salaried staff for performing work that is significantly outside of their normal job responsibilities and outside of their normal work schedule. It is expected that these situations will be very rare.

In the event a manager determines that there is a need to provide additional pay to a staff member, the manager must complete the form below with a comprehensive justification for the request. The request will be reviewed by Human Resources and must have all approvals below PRIOR to any additional work being done.

Name and wesid of employee: __________________________________________________________

Start date: ___________ End date: ___________ Or one-time payment date: ___________

Total amount: ___________ Position No. ___________ Smartkey: ___________ [HR USE ONLY]

Additional responsibilities this person will be assuming which are not part of their job description and their normal job duties:

What is the employee’s current work schedule and how will this additional work affect his/her workload and/or schedule? Will the employee be able to get his/her regular work done and assume these additional duties? Please be specific:

Volume/duration of assignment: _______________________________________________________

Additional justification/comments:

Submitted by: __________________________________________ Date: ______________

Name of person supervising additional work: ___________________________________________

Employee’s Direct Supervisor: ____________________________ Date: ______________

Fiscal Manager: ____________________________ Date: ______________

Cabinet Member: ____________________________ Date: ______________

Human Resources: ____________________________ Date: ______________

Financial Planning: ____________________________ Date: ______________

Sr. VP & Chief Administrative Officer: ____________________________ Date: ______________