

## **Salary Override Policy for Performing Duties of a Higher Grade Level**

### **Introduction**

Consistent guidelines must be applied to determine if an employee should receive additional compensation for temporarily performing duties outside the scope of their regular jobs, and setting fair and equitable rates of pay if additional compensation is appropriate. Generally, performing duties of a lower or equal grade level position does not require an increase in skill, effort or responsibility sufficient to justify additional compensation. Employees temporarily performing duties of a higher grade level position may qualify for additional compensation under certain circumstances.

### **Professional/Administrative Staff**

Professional/Administrative staff may be temporarily assigned the duties and responsibilities of a position with a higher grade level, because of a permanent or temporary position vacancy in a higher level position. When such a situation arises, the employee may be eligible for a salary override, depending on the portion of the higher level duties being performed, the expected duration of the higher level duties, and the salary of the employee in comparison to the salary range of the higher level position. The following guidelines apply:

- If the employee is performing the full scope of the higher level duties, the salary override should bring the individual's salary to at least the salary range minimum for the higher grade level. An override of 10% - 20% of the individual's salary is generally appropriate, but higher amounts may also be appropriate, depending on the portion of the higher grade level duties being performed and a comparison of the employee's salary to the salary range for the higher level position. In particular situations, other factors may also warrant consideration.
- The Wage and Salary Unit of the Human Resources Department should be consulted, prior to assigning the higher level duties, to assist in determining the amount of the override.
- The assignment of duties and override amount must be approved by the Campus Provost or appropriate Vice President prior to the employee assuming the duties of the higher level position.
- The assignment of higher level duties generally should not exceed 6 months. In unusual circumstances, the Campus Provost or the appropriate Vice President may approve an extension of the assignment for a period not to exceed an additional six months.

## **Local 153**

Salary overrides for Local 153 employees temporarily assigned the duties and responsibilities of a Local 153 position with a higher grade level, because of a permanent or temporary position vacancy in a higher level position, are administered in accordance with Article XXXIV Promotions and Transfers, Section 6 of the Local 153 Collective Bargaining Agreement. Where it is determined by the university that the employee is performing the full scope of the duties and responsibilities of the higher grade level position, employees will be paid an override of the salary minimum for the higher grade level or 5%, whichever is greater, commencing on the sixth consecutive workday of the additional duties.

## **Not-In-Unit Nonexempt**

Salary overrides for not-in-unit nonexempt employees temporarily assigned the duties and responsibilities of a not-in-unit nonexempt position with a higher grade level, because of a permanent or temporary position vacancy in a higher level position, are administered the same as for Local 153 employees. Where it is determined by the university that the employee is performing the full scope of the duties and responsibilities of the higher grade level position, employees will be paid an override of the salary minimum for the higher grade level or 5%, whichever is greater, commencing on the sixth consecutive workday of the additional duties.

## **Nonexempt Employees Performing Professional/Administrative Duties**

When certain duties of a professional/administrative staff position are assigned as a temporary measure to a Local 153 or not-in-unit nonexempt employee, because of a permanent or temporary position vacancy in a professional/administrative staff position, the following guidelines apply:

- Duties of the professional/administrative position may be assigned as reasonable and appropriate to a Local 153 or not-in-unit nonexempt employee for a duration of not more than 6 consecutive workdays without additional compensation.
- The assignment of duties normally performed by a professional/administrative employee to a Local 153 or not-in-unit nonexempt employee shall not exceed 6 months. In unusual circumstances, the Campus Provost or the appropriate Vice President may approve an extension of the assignment for a period not to exceed an additional six months.
- When a Local 153 or not-in-unit nonexempt employee fulfills substantial duties formerly assigned to a professional/administrative employee, the Campus Provost or the appropriate Vice President may approve the payment

of a salary override to the Local 153 or not-in-unit nonexempt employee for such service. Such payment normally will not exceed 10% of the Local 153 or not-in-unit nonexempt employee's base salary. However, in unusual circumstances, when the assumed duties are especially demanding or when the assumed duties comprise a major portion of the duties of the professional/administrative employee, the Campus Provost or appropriate Vice President may authorize an override up to 20% of the individual's current base salary.

- If the Local 153 or not-in-unit nonexempt employee is performing the full scope of the professional/administrative duties, the salary override should bring the individual's salary to at least the salary range minimum for the professional/administrative grade level of the person whose duties are being performed by the Local 153 or not-in-unit nonexempt employee.
- The Wage and Salary Unit of the Human Resources Department should be consulted, prior to assigning the higher level duties, to assist in determining the amount of the override.
- Supervisors should avoid the assignment of professional/administrative duties to Local 153 or not-in-unit nonexempt employees without the prior approval of the Campus Provost or appropriate Vice President. Commitments for additional compensation must be approved in advance by the Campus Provost or appropriate Vice President.

The Special Payroll Notice is the appropriate form to use to initiate a salary override. The duration of a salary override must be within the fiscal year, July 1 to June 30. If payments are to continue beyond June 30, another Special Payroll Notice must be completed. A salary override does not alter the individual's base salary.

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