UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish procedures for administering temporary adjustments in salary, eligibility guidelines for such increases, and to ensure compliance with System Regulation 31.01.01 Compensation Administration.

Official Procedures and Responsibilities

1. GENERAL

   1.1 Occasionally, positions vital to an organization must be filled immediately on a temporary basis. In such instances, another employee may be temporarily assigned to the vacant position or asked to assume some or all of the responsibilities of the position for lengthy periods of time. An employee placed in an acting or interim status or who is required to assume significant additional responsibilities for an extended period of time may be considered for a temporary salary adjustment.

2. ELIGIBILITY GUIDELINES

   2.1 The new duties to be performed are clearly differentiated from the duties normally performed by the employee and or expected to exceed the 10% additional duties as assigned.

   2.2 The new duties are not to be performed on a permanent basis.

   2.3 The new duties are expected to be performed for at least sixty (60) days.

3. PROCEDURES

   3.1 The following procedures apply for administering a temporary salary adjustment:

   3.1.1 A memorandum explaining the circumstances and requesting the adjustment will be submitted to the area vice president or designee for review. For staff adjustments, the review should also be routed through the Office of Human Resources.
3.1.2 Approval will be obtained from the area vice president before an employee receives a temporary salary adjustment. Temporary salary adjustments will not be retroactive beyond the current month.

3.1.2.1 For staff positions, total additional compensation above an employee’s base salary is limited to twenty (20) percent.

3.1.2.2 For faculty positions, total additional compensation will be determined in accordance with the guidelines established by the Office of Academic Affairs.

3.1.3 A copy of the approval will be submitted to the Office of Payroll Services with a completed Payroll Adjustment Form when processing the temporary adjustment.

3.1.4 The temporary salary adjustment represents a payment that does not become part of the employee’s base salary. When the temporary assignment ends, the employee’s temporary salary adjustment is withdrawn. It is the responsibility of the employing department to ensure temporary salary adjustments are withdrawn when the assignment ends.

3.1.5 For staff positions, the requesting unit must initiate a reclassification of a Position Description during the next performance review cycle if the temporary assignment will exceed one (1) year.

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Related Statutes, Policies, Regulations and Rules

System Regulation 31.01.01 Compensation Administration

Contact Office

Office of Human Resources 936-261-1730