



**UNIVERSITY OF DENVER
POLICY MANUAL
STAFF ADDITIONAL PAY**

Responsible Department: Human Resources & Inclusive Community Recommended By: Provost and Executive Vice Chancellor, SVC Business and Financial Affairs, and Vice Chancellor for Human Resources Approved By: Chancellor	<u>Policy Number</u> HRIC 5.10.020	<u>Effective Date</u> 8/8/2024
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I. INTRODUCTION

A current staff employee may be eligible to receive additional pay for temporarily assuming additional duties in order to meet an objective (long-term special project) and/or under extraordinary working conditions such as job vacancy or extended leave of absence. In addition, special bonuses may be awarded under an incentive award plan or to fill a unique and hard to fill position.

Additional pay may not be used to compensate staff members in non-exempt positions in lieu of overtime pay for all time worked over 40 hours in a workweek. Staff members in non-exempt positions are covered by the pay provisions of the federal Fair Labor Standards Act (FLSA).

This Policy addresses additional pay for staff employees only. Faculty and unionized personnel are not covered by this Policy except to the extent required by law or by the collective bargaining agreement.

II. POLICY OVERVIEW

A. An employee is eligible for a temporary salary increase under the following conditions:

1. Interim Assignment

When the employee is appointed to an interim role beyond such employee’s current classification (examples include: interim Associate Vice Chancellor, interim Dean, or interim Director) for a period expected to exceed thirty (30) days but not to last longer than six (6) months. For interim assignments, the employee must meet the minimum qualifications of the higher-level position they will be performing.

2. Temporary Assignment of Additional Duties

When the employee is assuming duties in addition to their own responsibilities on a temporary basis due to the absence of a co-worker or supervisor for a period expected to exceed thirty (30) days but not last longer than six (6) months. Such additional duties must be short-term in nature and clearly beyond the scope of the employee's primary job.

B. An employee is **NOT** eligible for a temporary salary increase:

1. When the employee assumes responsibilities for a subordinate. A role of a supervisor is to appropriately manage staff turnover and provide coverage for such turnover as needed. If the amount of work or duration of the work is significant, the supervisor should seek to provide opportunity to other professionals within the department, and/or hire a temporary employee.
2. Where the employee is serving in an acting capacity for a period less than thirty (30) days.
3. Where the employee is participating in committee work, such as a search committee.
4. Where an employee is completing a project that falls within the scope of their current responsibilities.

**For any situation not falling within these eligibility criteria, the department must contact Human Resources and Inclusive Community for review on a case by case basis. This includes, for example: (a) when employee is serving on the executive committee of a major committee such as the Sustainability Committee or Staff Advisory Council, or (b) when a department wants to extend a temporary assignment of additional duties, and the associated temporary pay increase, beyond six (6) months, in which event the assignment may be required to be posted pursuant to University Policy HRIC 5.10.030 – Posting for Faculty, Student, and Staff Positions.*

C. Special Bonuses

1. Incentive Award: An incentive award is a payment that is made in accordance with a formal, documented, and approved incentive award plan.
2. Signing Bonus: A lump sum payment offered to a candidate of a unique and/or hard-to-fill position to address extraordinary and validated circumstances

associated with the candidate's current compensation and/or the challenges of the recruitment efforts.

III. PROCEDURAL OVERVIEW

A. Interim and Temporary Assignment(s)

1. **Interim Assignment:** This situation occurs when an employee stops doing their current duties and fully assumes the role of a higher-level position for at least thirty (30) days but no more than six (6) months. This may or may not include project work.
2. **Temporary Assignment:** This situation occurs when an assignment lasts at least thirty (30) days, but no more than six (6) months, and involves duties other than the employee's current duties, which the employee performs in addition to their current responsibilities. This may or may not include project work.
3. The HRIC Compensation team will: (a) review the interim or temporary assignment to provide a range at market level for the temporary salary increase, and (b) if the interim or temporary assignment is anticipated to exceed six (6) months in duration, post the position opportunity. See University Policy HRIC 5.10.030 – *Posting for Faculty, Staff, and Student Positions*.
4. The department seeking to make an interim or temporary assignment must follow the applicable process (i.e. Special Recognition for Employees or Benefitted Employees Job Change Request) for approval to such assignment prior to assigning the additional duties to the employee or making the interim appointment. (See Sections V.A and B below)
5. Only after the HRIC Compensation team informs the department of the amount of the approved temporary increase can the department inform the employee of the temporary increase.
6. the increased amount will be added to the employee's paychecks for the duration of the assignment.

B. Special Bonuses

1. An incentive Bonus is a one-time payment made in accordance with a formal, documented, and approved incentive award plan or contract.
2. **Signing Bonuses**
 - a. A signing bonus is a lump sum payment offered to a candidate of a unique and/or hard-to-fill position to address extraordinary and validated

circumstances associated with the candidate's current compensation and/or the challenges of the recruitment efforts. It is not intended to equalize a candidate's current total compensation.

- b. The following positions are eligible for signing bonuses:
 - i. [Executive Staff](#), Assistant Vice Chancellors, Assistant Deans, and Directors; and
 - ii. Unique and/or hard-to-fill positions as identified by HRIC Recruitment prior to the initiation of the recruitment.
- c. The division budget officer must submit a request for signing bonus to HRIC Compensation before a verbal offer is made, along with the request for the compensation statement. HRIC Compensation will review the request and, in conjunction with Talent Acquisition, approve or deny the request and determine the bonus amount.

C. REQUESTS FOR RETROACTIVE SALARY ADJUSTMENTS

Salary adjustments will be made effective the day they are recorded in the HR/Payroll system. If paperwork is delayed past the payroll deadline and the delay requires retroactive pay, base salary can only be backdated up to thirty (30) days. Back pay will be included in the employee's next regular payroll check once the record has been updated. If there are extenuating circumstances over which the unit had no control that would dictate backdating a pay increase more than thirty (30) days, the unit must request approval from the Vice Chancellor for Human Resources or the Senior Vice Chancellor for Business and Financial Affairs for the additional pay to be disbursed as a lump-sum payment.

IV. DEFINITIONS

None

IV. RESOURCES

- A. [Special Recognition for Employees](#) (Freshdesk article with instructions for Special Recognition for Employees)
- B. [Job Change Request](#) (Freshdesk article with instructions for Benefitted Employees Job Change Request)
- C. [HRIC Compensation](#)

<i>Revision Effective Date</i>	<i>Purpose</i>
<i>7/5/2023</i>	<i>Align Policy with practice</i>
<i>8/8/2024</i>	<i>Align Policy with practice</i>