

**Texas Woman's University
University Regulation and Procedure**

Regulation and Procedure Name: Supplemental Task Payment

**Regulation and Procedure
Number: URP: 05.465**

Policy Owner: Finance and Administration

POLICY STATEMENT

From time to time, it may be necessary for employees to take on responsibilities that are distinctly separate from or in addition to their primary position. Appropriate compensation for the nature of these assignments will be determined by Human Resources and the employee's supervisor on a case-by-case basis.

An exempt employee, by nature of their position, is considered to be available for other duties as assigned without additional remuneration at times other than their regularly scheduled hours. However, there are circumstances when additional payment may be appropriate.

APPLICABILITY

This policy is applicable to TWU Employees.

DEFINITIONS

None

REGULATION AND PROCEDURE

- I. Three (3) Distinct Types of Supplemental Payments
 - A. Acting or Interim Pay
 - B. Additional Compensation
 - C. Task Payment

- II. Acting or Interim Pay
 - A. Acting or interim pay salary supplements are payments that temporarily augment the base appointment salary (i.e., increase institutional base

salary) as a result of an interim or special assignment. When the interim or special assignment ends, the salary reverts to the base appointment salary.

B. The following are interim or special assignments for which a salary supplement may be paid:

1. Faculty assume the administrative responsibilities associated with being a chair or department head. This would also include deans or the Provost if they have a guaranteed faculty appointment.
2. Exempt staff assume the additional responsibilities associated with filling a vacant position higher than their own on an interim basis for more than one month.
3. Administrative employees assume the additional responsibilities associated with managing another work unit, in addition to their own, on an interim basis for more than one month.

C. A supervisor must consult with HR Compensation in the Office of Human Resources before establishing payment or committing to pay an employee for additional duties. This communication must occur prior to any communication with the employee and before any work has begun.

D. Factors to Consider when Determining Interim Pay

1. Degree of increase in responsibilities
 - a. Moderate increase: 1%-5%
 - b. Significant increase: 6%-10%
2. Degree of increase in workload
 - a. Moderate increase: 1%-5%
 - b. Significant increase: 6%-10%
3. Depth and breadth of skills and knowledge
 - a. Moderate increase: 1%-5%
 - b. Significant increase: 6%-10%

III. Additional Compensation

- A. Additional compensation is a payment in addition to the base salary for work performed that is in addition to the employee's regularly assigned duties. Additional compensation is not added to the employee's base salary.
- B. Simply assuming additional responsibilities does not in itself constitute the basis for a temporary salary increase. The following are reasons that would not warrant a salary adjustment:
 - 1. If the assignment is brief (less than thirty (30) days).
 - 2. If the work is of a backup nature already expected of the employee.
 - 3. If the responsibilities are distributed among a number of employees in such a manner as to not significantly impact the total workload of the employees assuming the additional duties.
 - 4. If the person receiving the temporary assignment is already adequately compensated or if they are being compensated with overtime pay.
- C. Exempt staff may receive additional compensation for services performed provided:
 - 1. The work is being performed for TWU.
 - 2. The work must be outside the scope of the employee's normal job responsibilities.
 - 3. The performance of such duties requires additional work hours beyond their regular 40- hour assignment.
 - 4. The employee must continue to perform 100 percent of her/his regularly assigned duties and responsibilities.
 - 5. The new duties are to be performed for more than thirty (30) days, but typically not more than one (1) year.
 - 6. In extraordinary circumstances, when justified, additional activities for pay may take place during the course of the employee's normal working hours (for example teaching a class or workshop) such exceptions must be approved in advance.

- D. A supervisor must consult with HR Compensation in the Office of Human Resources before establishing payment or committing to pay an employee for additional duties. This communication must occur prior to any communication with the employee and before any work has begun.

IV. Task Payment

- A. A task payment is additional compensation paid to an exempt employee for work based on completion of a task assignment. Task payments are restricted to one-time services or projects with a specified duration. A task payment is compensation for performing a task assignment.
 - 1. Task payments must be documented, and at minimum, must describe the service or project to be performed, the estimated duration of the task, how the rate of pay was determined or calculated and the employee's regular assignment.
 - 2. Task payments for one-time services are paid upon the completion of the task. Task payments for projects with a specified duration will be made on a monthly basis as work on the project is completed.
 - 3. Task payments may not be substituted for a regular salaried appointment if the hours worked and duration of the assignment would otherwise make the employee eligible for regular benefits.
- B. A supervisor must consult with HR Compensation in the Office of Human Resources before establishing payment or committing to pay an employee for additional duties. This communication must occur prior to any communication with the employee and before any work has begun.

V. Other Considerations

- A. Supplemental payments terminate at the end of each fiscal year unless the payment is re-approved by Human Resources and the appropriate administrative authority and a new payroll authorization is submitted.
- B. Supplemental pay is not intended to compensate employees for cooperative work between university departments where faculty and staff provide support for each other on an ongoing basis.
- C. Supplemental pay is not authorized for activities and assignments that are reasonable expectations of an individual's current appointment on a

temporary basis, such as special projects, task forces, campus committee assignments, etc.

- D. Supplemental pay should not be awarded for additional work performed within the employee's regular department that may be considered as part of the employee's normal job function or categorized as other duties as assigned on the employee's job description.
- E. The performance of work outside an employee's regular duties or department should not conflict with or reduce effectiveness of the employee's performance of his or her primary position responsibilities.
- F. The direct supervisor of the employee's primary position is responsible for ensuring time lost is made up or recorded as leave time.
- G. At a minimum, the justification should include a description of the work (temporary assignment to higher classification duties), the reason the work is needed, the amount of compensation provided for performing the additional duties, the method used to calculate the payment, the method used to distribute the payment, and the estimated duration the employee must perform the additional work.

VI. Compensation Rate of Pay

- A. A discussion must occur with HR Compensation in the Office of Human Resources to help determine the information required and facilitate the determination of an appropriate compensation amount.
- B. The pay rate will be within the range of the job classification that encompasses the supplemental work or at a pay rate approved by the Office of Human Resources.
- C. Compensation for additional duties may be different from the employee's regular compensation.
- D. Funding for these changes must be approved by the VP of Finance & Administration.
- E. For employees on 12-month appointments the supplement shall not exceed 10% (ten percent) of the employee's budgeted annual (12-month) salary. For employees on 9-month appointments the supplement shall not exceed 10% (ten percent) of the budgeted 9-month salary.

- F. In the event the services being provided are not normally provided by the university, then the rate for the additional duties should be commensurate with the market rate and/or internal equity for such services.
- G. Task payments are subject to all applicable benefits and/ or payroll deductions for employees.

VII. Additional Information Regarding Non-Exempt Employees and Overtime

- A. A non-exempt employee is employed in a position designated non-exempt as reflected on the job description.
- B. Non-exempt employees are subject to the overtime provisions of the Fair Labor Standards Act.
- C. In most cases, non-exempt employees who perform work classified within their same occupational category cannot be paid a supplemental task payment. Normally the Non-Exempt employee must be paid overtime.
- D. Only if the work is separate and distinct from the duties and responsibilities in the employee's regular job description can a non-exempt employee be eligible for a supplemental payment.
- E. The pay rate must be equal to or greater than the non-exempt employee's overtime rate.
- F. See URP 05.405: Overtime and Compensatory Time for Staff

VIII. Procedure

- A. The department requesting the supplemental task payment must contact the employee's supervisor to ensure that the supplemental task work does not conflict with the employee's regular position. The employee's direct supervisor must be aware of any hours worked outside the employee's primary department.
- B. Complete Supplemental Pay Pre-Authorization Form ("SPF").
- C. Route through appropriate approval channels for signatures. Supplemental payments will not be processed without an approved Supplemental Pay Pre-Authorization Form on file in HR.
- D. The employee may not perform work until final approval notification from HR of approved SPF.

- E. Once work is completed, the requesting department will submit a MSS Supplemental Payment. If a MSS Supplemental Payment is submitted prior to approval of SPF or work completed, it will be returned to the initiator.
- F. All MSS Supplemental Payments must follow monthly payroll deadlines.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[URP 05.405: Overtime and Compensatory Time for Staff](#)

FORMS AND TOOLS

[Supplemental Pay Pre-Authorization Form](#)

Publication Date:

Next Review: