



SAINT LOUIS
UNIVERSITY

SAINT LOUIS UNIVERSITY

ADDITIONAL COMPENSATION FOR NON-FACULTY EMPLOYEES

Procedure Number:

Version Number: 3

Classification:

Effective Date: 09/01/10

Responsible University Office: Vice President Human Resources

1.0 INTRODUCTION

The University recognizes situations may arise that do not fit standard compensation policy guidelines.

2.0 PURPOSE

This policy statement, applicable to non-faculty employees only, is intended to describe such extraordinary situations and to provide guidelines for requesting additional employee compensation in these circumstances.

3.0 PERSONNEL AFFECTED

All non-faculty employees including staff, graduate assistants, students, and medical residents.

4.0 DEFINITIONS

Not applicable

5.0 POLICY

Supervisors who wish to recommend or pay extra compensation for extraordinary situations should consult with their human resources consultant for guidance before making requests. Written documentation must be submitted explaining the circumstances that justify the request for additional compensation. Supervisors should be mindful that additional employee compensation, if appropriate, requires the University to also pay corresponding employee benefits, including but not limited to, retirement plan contributions and FICA (social security and Medicare) taxes. Approval will be granted or withheld by the unit vice president and vice president for human resources.

Exempt employees are often expected to work additional hours in the course of their normal work assignments or on special assignments without additional compensation. Extra compensation may be requested by a supervisor for extraordinary work requirements over an

extended period above and beyond the employee's regular job assignment. However, extra compensation is not appropriate if these additional duties become a regular part of an employee's position. Under these circumstances, a job evaluation and possible change in job description, classification, or rate of compensation may be appropriate. Human resources will assist in making these determinations.

Additional compensation must be paid to non-exempt employees for any hours worked over their normal work schedule. Overtime must be paid at the rate of time-and-one-half for any hours worked over forty in any work week. Due to federal wage and hour regulations (FLSA) regarding overtime, it is not advisable to use additive pay for non-exempt employees without consulting with human resources prior to performance of services.

The Additive Pay Form may be used to process payments for authorized work only in the following circumstances:

1. **Unrelated Work:** Work unrelated to an employee's primary employing unit and assignment. This work should not interfere with the employee's regular responsibilities and will normally be performed outside the employee's regular work schedule. An employee may perform services for another unit during regular work hour only if the supervisor approves and the employee uses vacation time or the service is performed on a non-work day (part-time staff). If approved, the extra compensation may not exceed the cost to obtain the additional services through alternative sources. Examples of this type of compensation include fees paid to staff for participating in a patient study, teaching classes at Simon Recreation Center, assisting with medical workshop demonstrations, or a medical resident serving on an accreditation review team.
2. **Contractual Obligation:** A bonus, incentive, or fee based upon the terms of an authorized contract between the employee and the University or the University and a third party, or an authorized distribution under the terms of a University approved incentive compensation plan. Examples of this type of compensation include on-call pay, extra shift work for health care personnel reimbursed under a contract with a hospital, and bonuses paid to University Medical Group staff under the University Medical Group Staff Compensation Plan.
3. **Recognition Award:** A payment not to exceed one thousand dollars (\$1,000.00) to recognize a special achievement such as winning the employee of the month or year award, obtaining an advanced certification directly related to the employee's duties, or exemplary service as part of a recognition program approved by the unit vice president or the University. A larger amount may be awarded only with the approval of the President.

The appropriate Employee Personnel Action Form may be used to authorize special assignments and payment for services in the following circumstances:

1. **Acting Appointments:** Work occasioned by the temporary absence or departure of another employee or supervisor. Acting appointments normally occur when a staff employee is asked to assume the role of an employee in a higher job classification or a supervisor, for more than one pay period. (Use Supplemental Pay EPAF)
2. **Secondary Assignments:** Additional on-going services performed outside of the staff employee's regular responsibilities in connection with a regular position in another unit. This work should not interfere with employee's primary assignment. The primary supervisor must approve and, if the work is performed during regular work hours, the employee must use vacation time. Examples of this type of compensation include adjunct faculty and SLU 101 or U101 instructor appointments, a medical resident authorized to work in another department, or a staff employee coaching a University sport team. (Use an Additional Job or Rehire EPAF. For part-time staff select the secondary contract type category and for full time staff select the overload contract type category)

6.0 RESPONSIBILITIES

Additional pay requests must be approved in writing by the department head, unit vice president, and vice president for human resources. Additionally, the University's Office of financial planning and budget (budget office), sponsored programs, or the health sciences center finance office must confirm funding availability for additional pay requests for the frost campus or health sciences center divisions respectively. Human resources will review each request to ensure compliance.

7.0 PROCEDURES

Additive pay requests must be submitted to human resources for review, approval, and processing using the form attached to this policy. The department must attach the Additive Pay Form along with supporting documentation that is legibly signed by the authorized University personnel to confirm proper authorization and substantiate the specific category/earnings code and amount for any request. EPAF's will be processed through the channels indicated for the type of EPAF and supporting comments must be included with authorized backup documentation retained in the appropriate department.

8.0 REFERENCES

Fair Labor Standards Act

9.0 REFERENCES

This policy was approved by the President and the executive staff of Saint Louis University.