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Responsible University Office:
Human Resources

Responsible University Administrator:
Vice Chancellor for Business and Finance

Policy Contact:
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Temporary Responsibility/ Supplemental Compensation

POLICY CONTENTS

Scope
Policy Statement
Reason for
Policy
Procedures
Definitions
Additional
Contacts Forms
Related
Information
History

Scope

Administrative, managerial professional, office and service staff, and academic personnel in all campus units.

Policy Statement

Compensation in excess of base salary is a temporary adjustment of total compensation, which must be specified and approved in accordance with the procedure section of this policy prior to work commencing. Funding is expressly conditioned on availability of funds.

Employee's supervisor is responsible to monitor the temporary duties assigned to the employee. The supervisor shall determine the appropriate process to substantiate that the employee receiving the additional compensation is completing the duties satisfactorily.

Overload assignments may not be used for merit or performance-based compensation. Where duties

are assigned on a permanent basis as part of the employee's regular duties, the position needs to be reviewed for adequate compensation.

Temporary increases should occur only when no other qualified person is available to perform the work as part of a full or normal workload and the work is performed in addition to a full workload and cannot be done as part of a full or normal workload.

Total temporary responsibility/supplemental compensation will not exceed the greater of twenty percent (20%) of the base salary or \$15,000 during the appointment or contract period. The appointment is defined as July 1 – June 30 in the absence of a stated contract period.

The duration of temporary responsibility/supplemental compensation is limited to no longer than two (2) consecutive years.

Staff can receive an overload for teaching up to 3 credits per term. Teaching is not subject to the two-year limitation.

The employee would need to account for 3.25 hours of work per week per credit hour (3 credit hours = 9.75 hours of work a week) in a documented work plan for all of the responsibilities associated with teaching a course. Activities related to supporting the course (i.e. TAing or co-teaching) should similarly be outlined but it is not expected that the individual would need to account for the full 3.25 hours per week per credit hour, depending on the duties assigned.

Additional compensation is paid as a set amount per appropriate pay period or as a temporary rate change for hourly staff.

If an employee terminates or vacates the position on which the additional duties were assigned, the additional compensation will end on the effective date of the position termination.

Policy Exceptions

Faculty overloads for teaching, developing a course, and summer research are exempt from this policy (Faculty overloads for non-teaching assignments must follow this policy).

Recognition/honorarium/professorship awards and associated supplement wages for employee recognition are not governed by this policy.

Other policy exceptions are to be referred to and approved by the Vice Chancellor for Business and Finance.

Reason for Policy

All employees are accountable to UNK for 100 percent of the duties and responsibilities associated with the employee's base salary. There are occasions, however, when an employee is asked to perform, on a temporary basis, responsibilities and activities outside the scope or reasonable potential scope of the employee's position. In such instances, the employee may be eligible to receive additional compensation.

This policy establishes guidelines consistent with federal, state and University regulations for the total allowable compensation that can be paid to employees from university-controlled funds. This policy

does not apply to overtime and compensatory time for non-exempt employees

Procedures

Temporary/Supplemental Compensation (less than 30 days and less than 20% of base salary)

The hiring department will complete a **UNK Recurring and Additional Payments** form or **PACF** (hourly employees) for submission to Human Resources to initiate the payment process. HR will review the payment for reasonableness. The employees supervisor, dean/director, and vice chancellor or vice president must pre-approve. Documentation must be maintained by the unit that work was pre-approved for a pre-determined pay rate.

Temporary/Supplemental Compensation (30 days or more or 20% or more of base salary)

- 1) Prior to the start of the assignment and before payment is initiated, supervisors or the hiring department must discuss the overload assignment and specifics with the employee. The employee must agree to the terms, and an agreement (**MOU**) must be signed by the employee's home department supervisor, hiring department (outside department, if applicable), and Human Resources. On the form, in the Additional Comments section, the following information will be provided:
 - The duration of the work assignment
 - Either the selection process used to determine the work assignment, or the unique qualifications possessed by the employee that make them uniquely qualified to perform the work or services and no other employee is able to perform the stated work or services
 - A justification that the increased responsibility in work is performed outside of the assigned job description
 - Detail of when the work will be completed (timeframe, number of hours)
 - Pre-approval by the employees supervisor, dean/director, and vice chancellor or vice president.
- 2) Complete a **UNK Recurring and Additional Payments** form or **PACF** (hourly employees) and submit to Human Resources for review.

All additional compensation shall be processed and paid through the payroll system. The appropriate supervisor or unit head is responsible for the budgeting and expenditure of funds for approved additional compensation. Overload assignment requests must be submitted and paid before the close of the fiscal year in which the services are performed. Payment for additional compensation using grant funds must be requested and approved within the appropriate grant-funding period.

Definitions

Base Salary. The budgeted base rate of compensation for a position as determined by Human Resources.

Overload Assignments for Teaching Activities. An individual who performs both staff functions and teaching activities is considered a full-time staff employee with a concurrent part-time faculty appointment and title.

Additional Contacts

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>
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Position Change form	Erica Oliver	308-865-8522	olivere@unk.edu
UNK Recurring and Additional Payments	Chelsea Swarm	308-865-8426	swarmcm@unk.edu
MOU	Scott Benson	308-865-8431	bensonsa1@unk.edu

Forms

UNK Recurring and Additional Payments: SAPPHIRE path – Business Forms > UNK > Human Resources > Personnel Actions > UNK Recurring and Additional Payments

MOU: SAPPHIRE path – Business Forms > UNK > Human Resources > Personnel Actions > Employment Stipend

Related Information

[Executive Memorandum No. 19 \(Overload Assignments\) – revised January 17, 2024](#)

[Executive Memorandum No. 7 \(Guidelines for Granting Appointments to Academic- Administrative Staff Positions\)](#)

Guidelines for Granting Appointments to Academic-Administrative Staff Positions are set forth in 3.1.1.1 of the Bylaws of the Board of Regents

The forgoing policy is subject to any additional requirements or limitations set forth in the collective bargaining agreement between the Board of Regents and the University of Nebraska at Kearney Education Association with respect to Academic-Administrative personnel covered by said agreements.

History

This policy replaces current policy located at Business and Finance Policy and Procedures.

Revised on 11/19/2020

Revised on 12/12/2022

Revised on 02/09/2024