

## **Guidelines for Administrative/Professional and Support Staff Employee Extra Pay**

The following guidelines will assist you when justifying extra pay for administrative/professional or support staff employees and for determining the rate of that pay. (For faculty extra pay rates please contact your respective department chair or dean's office.)

### Support Staff Employees:

1. Support staff performing additional non-exempt work (within their home department) of the same or lower level will be paid in accordance with overtime provisions within PPP-05 (Pay Procedures) and will not be processed using an Extra Compensation Form. Time is reported as overtime on an employee's timesheet.
2. Support staff performing additional exempt work or higher-level non-exempt work (within their home department) on a temporary basis during regular hours, may be compensated using the Extra Compensation Form.
3. Support staff performing additional temporary work (not in their home department) will be paid through a separate *Request to Hire* form (and timesheet) that is initiated by the hiring department (not the home department). Under the Fair Labor Standards Act (FLSA) when a non-exempt employee in a single workweek works at two or more different types of work for which different non-overtime rates of pay have been established, the employee's regular rate for the week is the weighted average of such rates. The hiring department must contact the Office of Human Resources to obtain the weighted average hourly rate of pay for the non-exempt employee.

### Administrative/Professional Employees:

1. Administrative/professional employees performing additional exempt work (within their home department) of a higher level may be compensated using an Extra Compensation Form.
2. Administrative/professional employees performing additional exempt work outside of their home department may be compensated using an Extra Compensation Form.

### Extra Compensation Pay Rates:

4. Pay rates are determined by taking the difference between the employee's current salary and the minimum salary of the higher-level work to be performed. Example:

John is a Level 5 employee with a current salary of \$21,900. Due to a vacancy, John will temporarily be performing the duties of a higher-level position (Level 8) within the department. The minimum salary for a level 8 is \$25,775.  $\$25,775 - \$21,900 = \$3,875$ .  $\$3,875$  divided by 12 months = \$323 per month in extra pay for John. (see Administrative/Professional and Classified Clerical/Support Salary Schedules on the HR website)

5. Administrative/professional employees may be paid extra compensation from their non-home department at a rate determined by the department based upon work/project performed. The FLSA allows the use of a "Task" basis whereby employees are paid according to a job or task rate without regard to the number of hours required to complete the task. Please note on the Extra Compensation Form how the rate was determined. The Office of Human Resources will review the justification for appropriateness.
6. Please contact the Office of Human Resources at 423-439-5825 for further guidance.