Temporary Salary Increase Guidelines

**Purpose:**

The purpose of this guideline is to ensure fair and consistent application of temporary salary changes for employees.

**Guideline:**

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

- When the employee is appointed as interim Dean, Director, or Division Head.
- When the employee is serving in an acting capacity for a period of time exceeding one month.
- When the employee is assuming higher level/salary grade duties in addition to his/her own responsibilities on a temporary basis when that service is expected to exceed a period of one month due to the absence of a co-worker or supervisor for the time periods listed below:
  - Short term: 1 to 3 months
  - Mid-term: 3 to 6 months

An employee is not eligible for a temporary salary increase under the following conditions:

- When the employee is serving in an acting capacity for a period less than one month.
- When the employee assumes responsibilities for a subordinate. If the amount of work or duration of the work is significant, the supervisor may consider the hire of a temporary employee.
- When the employee’s workload significantly increases and/or additional duties are assumed outside the scope of the current position but within the same salary classification.
- When the employee is serving in a position when his/her current salary meets or exceeds that of the vacant position.
- When the employee is participating in Committee work, such as search committees.

An employee is eligible for a lump sum payment under the following conditions:

- When the employee’s workload significantly increases and/or additional duties are assumed outside the scope of the current position but within the same salary classification.
- When the employee is serving in a position when his/her current salary meets or exceeds that of the vacant position.
- When the employee is participating in Committee work, such as search committees.
Process

- Prior to the additional duties being assigned to the employee, a Benefitted Employee Change Request (BECR) that includes a description of the added duties and an end date is submitted and approved through Human Resources.
- A temporary salary increase may be approved for a period not to exceed six (6) months. An extension of a temporary pay increase beyond the initial end date requires a review and approval of an updated BECR.
- When the employee is no longer performing the temporary additional job duties, the employee’s salary reverts to his or her former base salary, plus any annual merit increase that may have occurred.
- Interim capacities may be for an extended longer than 6 months.
- Internal and external market compensation data for the level of responsibilities being assumed will be used to determine the appropriateness of additional compensation requested.
- The amount of the temporary salary increase may range from 4-10%. The appropriate salary increase will be added to the employee’s paychecks through the duration of the temporary salary increase.
- The amount of the lump sum payment will be included in the employee’s first paycheck when the job duties revert to those relating to his or her position description prior to the additional assignment(s).

Definitions:
- Employees who temporarily assume full or partial duties beyond the scope of their current job and salary classification are eligible for a temporary salary increase.
- Acting – An employee is placed “in charge” during the temporary absence of a superior or assumes responsibility for additional administrative responsibilities (faculty positions) or higher salary grade (staff positions) during the temporary absence of another employee.
- Interim – An employee assumes full responsibility for a position that is vacant.