



Human Resources & Inclusive Community UNIVERSITY OF DENVER

Additional Pay Procedure Request Form

A current staff employee may be eligible to receive additional pay for temporarily assuming additional duties to meet an objective (long-term special project) and/or under extraordinary working conditions such as job vacancy or extended leave of absence. In addition, special bonuses may be awarded under an incentive award plan or to fill a unique and hard to fill position.

Please read through the [policy](#) prior to submitting a request.

Procedural Overview:

1. The Business Officer needs to complete this form and answer all questions. Then email to hr.compensation@du.edu and copy your division's HR Partner.
2. The HRIC Compensation team will: (a) review the interim or temporary assignment to provide a range at market level for the temporary salary increase, and (b) if the interim or temporary assignment is anticipated to exceed six (6) months in duration, the division needs to post the position opportunity. See University Policy HRIC 5.10.030 – Posting for Faculty, Staff, and Student Positions. Recommendation to begin the posting process at the 4-month mark if the assignment will continue beyond 6 months.
3. The HRIC Compensation team will review a signing bonus request, and in conjunction with Talent Acquisition, approve or deny the request and determine the bonus amount. Please see policy for eligibility.
4. Only *after* the HRIC Compensation team informs the department of the amount of the approved temporary increase or bonus can the department inform the employee of the temporary increase or bonus.
5. The department seeking to make an interim or temporary assignment must follow the applicable process (i.e. Special Recognition for Employees or Benefitted Employees Job Change Request) for approval to such assignment prior to assigning the additional duties to the employee or making the interim appointment.
6. The increased amount will be added to the employee's paychecks for the duration of the assignment.

Type of request:

Temporary Increase (When an employee is assuming duties in **addition** to their own responsibilities on a temporary basis due to the absence of a co-worker or supervisor for a period expected to exceed 30 days but no last longer than 6 months. Such additional duties must be short-term in nature and clearly beyond the scope of the employee's primary job and not duties of a subordinate).

Interim role (When the employee is appointed to an interim role beyond such employee's current classification for a period expected to exceed 30 days but not last longer than 6

months). Please indicate if this interim role excludes all or a portion of the employee's current responsibilities in the additional comment section below. The employee must meet the minimum qualifications of the higher-level position they will be performing the duties.

Please answer the following questions and type n/a if not applicable.

What is the DU ID and employee's name taking on additional job duties?

What is the position number and title of position being temporarily assigned?

What is the expected duration of the time duties will be covered? Start date/end date.

Are the position functions being split? Please identify the employees including DU ID and percentage of overall duties each of the employees will perform.

How many additional hours per week will the employee spend working on the additional duties?

Additional comments or information that will assist the Compensation Department in completing this review.

Division/Department:

Requestor:

Date: