

Volume E1: Employment/ Hiring	E1.03.1 Additional Pay for Temporary Assignments Effective Date: 01/02/2015 Last Revised: 06/11/2018	Responsible Office: Office of Human Resources
Chapter 03: Compensation		Responsible Officer: Director of Human Resources, Employee and Labor Relations

POLICY STATEMENT

Northeastern Illinois University (the “University”) recognizes that departments occasionally need to assign additional responsibilities to an employee that are outside the employee’s regular responsibilities on a temporary or irregular basis. This policy provides structure for paying employees, when warranted, for these additional duties, consistently and fairly across University departments.

PURPOSE OF THE POLICY

This policy provides University departments with an authorized method to provide employees with additional compensation beyond their regular pay under identified and approved special circumstances and conditions.

Additional compensation payable from funds administered by the University is permitted only under the conditions specified herein.

WHO IS AFFECTED BY THIS POLICY

Exempt and non-exempt employees, including student employees.

The policy does not apply to any situation covered by a collective bargaining unit agreement.

DEFINITIONS

Acting Assignment: An assignment made to a higher level position when the position has been vacated (e.g. employee is assigned the position of an Acting Director). An employee temporarily vacates her / his regular position when taking an acting assignment.

Exempt: Salaried employees who, because of their positional duties and responsibilities and level of decision-making authority, are not paid hourly and are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Interim Assignment: An assignment made to a higher level position when the incumbent is on temporary leave and is expected to return. An employee temporarily vacates her / his regular position when taking an interim assignment.

Non-Exempt: Hourly employees who, because of the type of duties performed, the level of decision-making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are required to account for and report hours and fractional hours worked.

Non-Status Employee: Those temporary employees whose employment agreement specifies a beginning date and an end date.

One-Time Pay: A single payment made to an exempt employee for a Project Assignment.



Overtime: Time worked over 37.5 hours per week for non-exempt staff (40 hours for Engineers, University Police and Police Telecommunicators). Non-exempt employees not covered by a collective bargaining agreement are to be paid at the overtime rate of time and one-half for all pay status hours over 37.5 per week (40 hours for Engineers, University Police and Police Telecommunicators). Employees in a collective bargaining unit should reference the respective agreement.

Project Assignment: Assigned responsibilities that are of an ad hoc nature and do not occur on an ongoing or repetitive basis (e.g. employee assists with a joint event for a community group). Project assignments must be outside of the employee's regular job duties and take place outside normal working hours.

Temporary Assignment: Recurring responsibilities assigned to an employee that are different than the employee's normally assigned job duties (e.g. employee is assigned duties of a colleague who is out on leave). Temporary assignments can involve lower, lateral or higher level job duties and can be approved for up to six months.

REGULATIONS

- [Fair Labor Standards Act \(FLSA\)](#)
- [Board of Trustees Regulations](#)
- [Rules of the State Universities Civil Service System](#)
- [Illinois Minimum Wage Law 820 ILCS 105/1](#)

PROCEDURES

Approvals:

Project Assignments must be approved by the following **prior** to commencement of any work:

- Employee's immediate supervisor
- Supervisor of the division in which work is to be performed, if different
- Director of Human Resources for Employee and Labor Relations

All Project Assignments to be granted to a SURS Retiree must also be approved by the Vice President for Finance and Administration..

The employee's immediate supervisor will complete the Project Assignment Pre-Approval Form and route for necessary signatures. Once signed by the Director of Human Resources, a copy of the signed Pre-Approval Form will be returned to the supervisor or unit head.

For one-time payments, once the work has been performed the Supervisor will route the Request for One-Time Payment Form. The Budget Office (or Controller's Office if grant funded) will verify funding and the Office of Human Resources will then process payments in accordance with this policy.

The fully-signed copy of the Pre-Approval Form must be attached to the Request for One-Time Payment Form when submitted for payment. If a Request for One-Time Payment is submitted without attached Pre-Approval Form, the Payment Form will be returned to department.

Incomplete Forms will be returned to departments.

Non-exempt employees, including student employees, are not eligible for one-time payments. Work performed will be compensated in accordance with applicable Illinois wage and hour provisions.

When not on a Project Assignment or Temporary Assignment, approval by employee's supervisor must be obtained prior to scheduling overtime.

Acting Assignments and Interim Assignments:

When a Civil Service employee moves into a temporary full-time assignment due to the vacancy of an Administrative and Professional position, the employee will leave the Civil Service position and be appointed in the Acting or Interim Assignment (see definitions) as an Administrative and Professional employee and will be paid the greater of:

- The employee's current salary plus one-half the difference between the employee's current salary and the salary of the employee who was most recently in the position being filled, or



- A 20 percent increase over the employee's current salary, up to but not to exceed the pay of the incumbent in that position.

When an Administrative and Professional employee vacates his / her current position and moves into a Temporary Assignment on a full-time basis, the employee will be assigned an Acting or Interim title with the higher level position. The salary for the Acting or Interim Assignment shall be set at the greater of:

- The employee's current salary plus one-half the difference between the employee's current salary and the salary of the employee who was most recently in that position,
- A 20 percent increase over the employee's current salary, up to but not to exceed the pay of the incumbent in that position.

To secure approval and compensate employees for an Acting or Interim Assignment, the Department must submit a fully approved "Change in Status Form" to the Office of University Budgets (or the Controller's Office if grant funded) for verification of funding and then to the Office of Human Resources for processing before assignment begins.

Project Assignments:

Pay is based on the nature of the work performed, must be approved in advance as outlined above, and is paid in a One-Time Payment at the conclusion of the assignment.

Pay for Project Assignments is limited by the following:

- Individual One-Time Payments for Project Assignments will not be made for less than \$50.
- Total annual One-Time Payments cannot exceed 10% of annual base pay.
- Employees cannot perform more than four (4) Project Assignments in a fiscal year.
- Project Assignments must take place outside of normal working hours. The employee will not reduce normal assigned work hours due to a Project Assignment, unless leave without pay is approved by the employee's regular supervisor.

To compensate employees for a Project Assignment, the Department must submit a fully approved "One-Time Pay Form" to the Office of University Budgets (or the Controller's Office if grant funded) for verification of funding and then to the Office of Human Resources for processing.

Temporary Assignments at a Higher Level Position (or Classification if Civil Service):

Exempt and non-exempt employees given a Temporary Assignment are eligible for additional pay if the assignment involves job responsibilities at a higher level.

- Per the State Universities Civil Service System (SUCSS) rules, temporary upgrade assignments from one Civil Service position to another Civil Service position must not be for more than 30 consecutive working days. The salary shall be set at 10 percent above the employee's current salary for the Temporary Assignment.
- Administrative and Professional employees who assume temporary responsibilities of a higher level position will receive a temporary salary adjustment of 10 percent.

To secure approval and compensate employees for a Temporary Assignment, the Department must submit a fully approved "Change in Status Form" to the Office of University Budgets (or the Controller's Office if grant funded) for verification of funding and then to the Office of Human Resources for processing before assignment begins.

Temporary Assignments at a Lateral Level Position:

Non-exempt Civil Service employees who are given a Temporary Assignment at the same level are paid on an hourly basis, including overtime when applicable, in accordance with applicable Illinois wage and hour provisions if the Temporary Assignment involves work in addition to their regular work hours. Exempt employees are eligible for additional pay for temporarily assuming lateral level assignments only if the assignment results in a significant increase in workload and extended work hours for at least three (3) months.

Temporary Assignments at Lower Level Position:

Non-exempt Civil Service employees who are given a Temporary Assignment at a lower level are paid on an hourly basis, including overtime when applicable, in accordance with applicable Illinois wage and hour provisions if the Temporary Assignment involves work in addition to their regular work hours. Exempt employees are eligible for additional pay for temporarily assuming lower level assignments only if the



assignment results in a significant increase in workload and extended work hours for at least three (3) months.

Method of Payment and Deductions:

Additional pay is processed as compensation to employees (and not as payments to independent contractors) through the Payroll Office. Federal and state taxes and other deductions are withheld as appropriate.

Compensatory Time:

The University does not offer Compensatory Time. Employees are paid in full for additional work completed per this policy.

Vacation Accrual:

An employee who is required to work on an Acting/Interim Assignment, Project Assignment, or Temporary Assignment may, at the discretion of the President, be permitted to accrue up to 12 days of vacation leave beyond the maximum allowed for his / her position. Such additional vacation leave must be used within 12 months after the employee completes work on the assignment.

Normal Work Expectations:

Service activities (e.g. volunteering for events, serving on a screening or other committee) are viewed as routine employment expectations; employees may not receive additional pay for activities that are routine employment expectations.

HISTORY

06/11/2018 – Revised; clarified and updated Approval Procedures

Formerly Administrative Memoranda:

- No. 11 – Salary for Administrators, Temporary Assignment, effective dated March 1, 1995
- No. 18 – Overtime Compensatory Pay and Accumulation in Connection with Special Projects, effective dated March 1, 1995
- No. 19 – Compensatory Time for Non-exempt Civil Service Employees, effective dated March 1, 1995
- No. 24 – Temporary Assignment of Duties, effective dated March 1, 1995

APPENDIX

- A. Administrative and Professional Appointment (Part B) or Change in Status Form
- B. Requested Civil Service Change in Status Form
- C. Recommended Appointment or Change in Status Form – Faculty
- D. [Project Assignment Pre-Approval Form](#)
- E. [Request for One-Time Payment Form](#)

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

Collective Bargaining Unit Agreements, found on the Employee Tab on NEIUport

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Director of Human Resources – Employee and Labor Relations	(773) 442-5200	M-Maso@neu.edu



APPENDIX E



HR Office use only

Request for One-Time Payment

If a current university employee is being paid to perform a Project Assignment, it is required that the requested service not be related to the employee's current job or be performed during regular work hours.

Individual one-time payments will not be made for less than \$50; employees cannot perform more than four (4) Project Assignments in a fiscal year; for current university employees, total annual One-Time payments may not exceed 10% of their annual salary.

Non-employee employees, including student employees, are not eligible for one-time payments. Work performed will be compensated in accordance with applicable Illinois wage and hour provisions.

One-Time payments must abide by the University Policy on [Additional Pay \(E1.03.1\)](#)

Legal Name:			University ID:		
First	Middle	Last	Enter 9-digit ID#		
Currently on Payroll employed as (check one):					
<input type="checkbox"/> Administration & Professional		<input type="checkbox"/> Civil Service		<input type="checkbox"/> Faculty	
<input type="checkbox"/> Other: _____					

To Be Completed by the Employing Unit

Percent %:	Fund	Org	Account	Program
Percent %: _____				
Percent %: _____				

Date of Assignment		Payment Amount:
Begin Date:	End Date:	\$ _____ 00
<small>M M D D Y Y</small>	<small>M M D D Y Y</small>	

Approvals

Signature of Employing Unit Head	Date
Signature of Dean or Division Head	Date
Signature of Vice President and/or President	Date
Signature of Budget Director / Controller	Date

Budget Transfer

If insufficient funds are budgeted or flow is returned, Financial Managers providing funds must submit "reason" box below prior to resubmission to Budget Controller's Office.

Document No. _____	Date _____	Reason for Request _____
From	Fund	Org
From	Fund	Org
To	Fund	Org

Submit completed to: The Office of Human Resources 11/2/14