



POLICY TITLE	Supplemental and Adjunct/Overload Pay Methods	Policy Number	363
Section	Human Resources	Approval Date	February 8, 2007
Responsible Office	Office of the Vice President of Planning, Budget, and Human Resources	Effective Date	February 8, 2007

1.0 PURPOSE

1.1 This policy delineates a consistent procedure for making supplemental payments to full-time, benefits-eligible employees with assignments outside their primary duties and to regular, benefits-eligible faculty teaching adjunct or with overload assignments; clarifying supplemental pay practices for supervisors and employees; empowering supervisors to manage efficiently and effectively supplemental payment requests; providing transparency of the supplement pay process; creating a well-defined and sound pay practices and procedures; defining methods of payment for services beyond primary job duties, assignments and/or responsibilities, and simplifying present employee payment processes.

2.0 REFERENCES

- 2.1** *Fair Labor Standards Act (FLSA)*
- 2.2** *UVU Policy 201 General Fiscal Policies and Procedures*
- 2.3** *UVU Policy 202 Payroll*
- 2.4** *UVU Policy 321 Employment Classifications and Work Limits*
- 2.5** *UVU Policy 327 Additional Assignments for Full-time Exempt Staff and Executives*
- 2.6** *UVU Policy 354 In-classification Salary Increases for Non-Faculty Employees*
- 2.7** *UVU Policy 362 Early Retirement: Institutional*



3.0 DEFINITIONS

3.1 Additional duties and/or ongoing position assignments for non-exempt, salaried employees: Payments to non-exempt, salaried employees for additional duties and/or ongoing position assignments outside of their primary job duties as documented in the University's official job description.

3.2 Adjunct faculty: Part-time, temporary, on-call faculty hired on a semester basis to perform specific faculty duties, primarily instruction, course development, and/or concurrent enrollment.

3.3 Distance Education royalties payments: Distance Education royalty payments as per agreement.

3.4 Distance Education "per head" student enrollment payments: Payments made to Distance Education faculty on a "per head" student enrollment basis.

3.5 Early retiree: A former employee who has retired and who may be qualified for a 20 percent of base salary stipend for up to five years under UVU Policy 362 *Early Retirement: Institutional*.

3.6 Exempt employees: The classification of employees who are "exempt" from the requirement of the *Fair Labor Standards Act*.

3.7 Faculty overload payments: Payments to regular, salaried, benefits-eligible faculty on a temporary semester basis for faculty assignments beyond their regular, salaried teaching/workload requirement.

3.8 Faculty scholarly activities payments: Payments to regular, salaried, benefits-eligible faculty for scholarly activities outside their regular, salaried teaching/workload requirement, as approved by the appropriate administrator.

3.9 Faculty summer "administrative" duties payments: Payments to regular, salaried, benefits-eligible faculty with summer "administrative" duties, as approved by the appropriate administrator.

3.10 Faculty summer teaching payments: Payments to regular, salaried, benefits-eligible or adjunct faculty with temporary summer semester assignments for specific faculty duties, primarily instruction, course development, and/or concurrent enrollment.



3.11 Federal Labor Standards Act (FLSA): Establishes minimum wage rates, over-time pay, equal pay, record keeping, and child labor standards for workers who are covered by and not exempt from the act.

3.12 Interim, position-based assignment for salaried, benefits-eligible employee: An employee serving in an interim position who retains his or her existing employment classification.

3.13 Lump sum: Payments made in a single, one-time payment.

3.14 Non-exempt employees: The classification of employees who are paid either by a wage rate or by a salary that is based on a per hour wage rate and who receive time and a half for hours worked beyond 40 hours a week in compliance with the *FLSA*.

3.15 Personnel Action Form (PAF): Used by Human Resources and Payroll for documenting and authorizing all labor cost payments, with the exception of overload and adjunct temporary faculty duty assignments, which are documented and authorized on a *Semester Appointment Form (SAF)*.

3.16 Position-based payments for exempt salaried, benefits-eligible employees: A payment made to an exempt, salaried benefits-eligible employee for an ongoing assignment (additional duties) outside of the employee's primary job duties as documented in the University's official job description (e.g., department chairs, program coordinators, assistant deans, and directors).

3.17 Project-based assignment payments for exempt, salaried, benefits-eligible employees: Payments to an exempt, salaried, benefits-eligible employee for a temporary, clearly defined, short-term projects outside the normal scope of the employee's primary duties as documented in the University's official job description.

3.18 Project-based assignment payments for non-exempt, salaried, benefits-eligible employees: Payments to non-exempt, salaried, benefits-eligible employees for a temporary, clearly defined, short-term projects outside the normal scope and work hours of the employee's primary duties. Payments must be made at time and a half in compliance with the requirements of the *FLSA*.

3.19 Professorship: Regular, salaried, benefits-eligible faculty identified annually by the appropriate administrator; the professorship may be renewable or non-renewable.

3.20 Semester Appointment Form (SAF): Used on a semester basis for documenting and authorizing payments for temporary faculty duties, primarily instruction (overload and adjunct faculty), course development, and concurrent enrollment.



3.21 Service recognition payment: Payments for service recognition (e.g., PACE President and PACE secretary, etc.).

3.22 Stipend: A series of payments made over a specified period of time having a regular fixed payment (such as a salary or an allowance).

3.23 Temporary appointment payments: Payments to an employee with a temporary position (e.g., coaches, tutors, graders, etc.).

3.24 Time input: Payments made to nonexempt employees through electronic time input (BANNER) or by submission of time cards. Payments must be made in compliance with the requirements of *FLSA*.

4.0 POLICY

4.1 UVU has a systematic process, using *Personnel Action Forms (PAFs)* and *Semester Appointment Forms (SAFs)*, for making supplemental payments to employees with assignments outside their primary duties and to faculty teaching adjunct or with overload assignments, using stipends, lump sums, and/or time input as methods of payment.

5.0 PROCEDURES

5.1 In order to provide a systematic process for handling stipend, lump sum, and time input, personnel coordinators and/or supervisors will:

- 1) Determine if the payment represents supplemental pay for a salaried, benefits-eligible employee or faculty teaching adjunct with an overload assignment.
- 2) Determine the appropriate employment category of the employee (e.g., early retiree, adjunct faculty, faculty summer pay, etc.).
- 3) Determine the correct pay type for the employee's category (e.g., stipend, lump sum, or time input).
- 4) Complete a SAF for the faculty teaching adjunct or with an overload assignment or complete a PAF for all other employees.
- 5) Submit a completed *PAF* or *SAF* to Human Resources for processing.

5.2 The following employee types will be paid a stipend by checking the stipend box on a PAF:

- 1) *Additional duties and/or ongoing assignments:* A stipend is used to pay nonexempt, salaried employees for additional duties and/or ongoing assignments outside of the employee's primary



job duties as documented in the institution's official job description. Stipend amounts must be calculated and paid in compliance with the requirements of the *FLSA* (hourly rate/overtime rate on a per hour basis).

2) *Early retirees*: The stipend amount and duration must be in accordance with UVU's Early Retirement Policy (see UVU Policy 362 *Early Retirement: Institutional*).

3) *Faculty scholarly work*: These assignments are paid by using either a stipend or lump sum on a *PAF*.

4) *Faculty, summer "administrative" duties*: A stipend is used to pay regular, salaried, benefit-eligible faculty who are assigned administrative duties during the summer. The stipend will be calculated as a daily rate for "extra days." These stipends may be reflected on a faculty member's letter of appointment and/or may be processed as a stipend via the *Personnel Action Form (SAFs)* should not be used for faculty administrative duties).

5) *Interim, position-based assignments for salaried, benefits-eligible employees*: The stipend amount must be the calculated hourly rate difference between the employee's primary employment classification rate and the interim classification rate multiplied by the number of hours for the interim assignment. The employee retains their primary employment classification (i.e., exempt or nonexempt) during an interim assignment.

6) *Position-based stipend for exempt, salaried, benefits-eligible employees*: A stipend may be paid to exempt, salaried, benefits-eligible employees for an ongoing assignment (additional duties) outside the employee's primary job duties as documented in the University's official job description (e.g., department chairs, program coordinators, assistant deans, and directors).

7) *Professorships*: A stipend is used to pay a regular, salaried, benefits-eligible faculty identified annually by the appropriate administrator; professorships may be renewable or non-renewable which shall be indicated on the *PAF* in the Remarks Section.

8) *Temporary appointments*: A stipend or time input shall be used for employees who are classified as a temporary, non-salaried employee (e.g., coaches, assistant coaches). The *PAF* should indicate the stipend and length of appointment agreed upon.. The preferable pay method is time input.

5.3 The following employee types will be paid a stipend by checking the stipend or lump sum box on a *SAF*:

1) *Adjunct and overload faculty*: A stipend should be used to pay adjunct and overload faculty for temporary, additional faculty duties, primarily instruction. The "Special Pay" portion of the *SAF* is limited to faculty duties such as course development and concurrent enrollment supervision.



2) *Faculty summer teaching*: See "Adjunct and overload faculty."

5.4 The following employee types will be paid using a lump sum by checking the lump sum box on a PAF:

1) *Distance education "per head" student enrollment payments*: A lump sum should be used for Distance Education "per head" student enrollment payments at the end of the semester based on students receiving a grade other than "W".

2) *Distance education "royalty" payments*: A lump sum should be used to pay royalty payments once a semester in accordance with the royalty agreement.

3) *Faculty scholarly activities*: A lump sum or stipend should be used for payments for faculty scholarly activities.

4) *Project-based assignments, exempt, salaried*: A lump sum should be used to pay exempt, salaried employees who are assigned to clearly defined, short-term projects outside the normal scope of the employee's primary duties as documented in the University's official job description. These payments may be paid as a single lump sum or in multiple lump sums at specific intervals during the project.

5) *Project-based assignments, nonexempt, salaried*: A lump sum may be used to pay nonexempt, salaried employees who are assigned clearly defined, short-term projects outside the normal scope and work hours of the employee's primary duties as documented in the University's official job description. The lump sum must be calculated and paid in compliance with the requirements of the *FLSA*, for at least the hourly rate/overtime rate on a per hour basis. Project-based assignments for non-exempt, salaried employees are preferably paid by time input.

6) *Service recognition*: Service recognition payments should be paid as one lump sum at the conclusion of the year(s) of service or in multiple lump sums at specific intervals during the service year(s) (e.g., PACE President, PACE Secretary, etc.).

5.5 The following employee types shall be paid using the time input to record the hours worked by checking the hourly box and recording the wage rate on a PAF:

1) *Project-based assignments*: Time input should be used for non-exempt, salaried, benefits-eligible employees who are assigned a clearly defined, short-term project outside the normal scope and work hours of the employee's primary duties as documented in the University's official job description. These payments must be calculated and paid in compliance with the requirements of the *FLSA* (hourly rate/overtime rate on a per hour basis).



2) *Temporary appointments*: Time input should be used for temporary assignments of non-exempt, non-salaried to duties outside the scope of their primary duties as documented in the University's official job description. Time input meets the requirement that non-exempt employees be paid in compliance with the *FLSA* (hourly rate/overtime rate on a per hour basis).

POLICY HISTORY		
February 8, 2007	Approved for Policy Manual	UVU Board of Trustees
June 22, 2017	Deleted 2.5 reference to Policy 326 because it was deleted from Policy Manual	Not applicable
June 22, 2017	Section 2.5 (was 2.6) reference to Policy 327 was updated with title change. New title: <i>Additional Assignments for Full-time Exempt Staff and Executives</i>	Not applicable
June 22, 2017	Deleted reference from section 2.0 for UVU Policy 351 <i>Annual Compensation and Benefits Plan</i> as this policy was deleted from Policy Manual	Not applicable
June 22, 2017	Updated reference in section 2.0 to Policy 321.	Not applicable