Temporary Pay Differential

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General Description

Policy Summary:

Exempt employees may receive a Temporary Pay Differential when they assume additional substantive duties. This policy outlines the parameters of receiving Temporary Pay Differential.

Purpose:

This policy was developed to allow exempt employees to receive additional pay for assuming additional substantive duties and to provide parameters around such additional pay.

Scope:

This policy applies to all Trinity University exempt staff.

Exceptions:

Non-exempt employees are not eligible for Temporary Pay Differential. Exempt staff that become "Interim" are not eligible.

Policy Content

An exempt staff employee may be asked to temporarily assume additional substantive duties due to the extended absence of another staff employee, or a vacancy in another staff job.

1. When a staff job vacancy or staff absence lasting more than 30 consecutive calendar days occurs in an office/department, the supervisor of that area may request a Temporary Pay Differential for any exempt staff member who is required to perform duties ordinarily assigned to the vacant position or absent staff member.

The Temporary Pay Differential will not exceed 10% of the regular salary of the staff member performing the additional duties.

2. Written requests for Temporary Pay Differential must be submitted to the Vice President of the division and must include the following:

- Brief details regarding the reason for the request.
- Outline of specific duties assigned to another staff member.
- The suggested pay differential for the staff member should not to exceed 10% of their regular salary.
- Anticipated length of time of Temporary Pay Differential.
- Availability of funding or need for additional funding.

3. If the vice president endorses the request, that request will be submitted to the EPG committee for final approval. If this is all approved, it is submitted to the direct supervisor to enter into Workday as Period Activity Pay, attaching the approved Temporary Pay Differential documents to include the approval of the Vice President and Executive Planning Committee (EPG) committee.

- The supervisor should verify that adequate funding is available.
- The Period Activity Pay request will route for approvals in Workday.

4. If approved, the Temporary Pay Differential/Period Activity Pay may take effect on the first day of the job vacancy or staff absence and will continue until (a) the first day of the new staff member's employment with the University; (b) the first day of the absent staff member's return to work; or (c) a maximum period of six months, whichever event occurs first. (which can be reviewed).

5. The EPG committee must approve an "Interim" position.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v3.0	12/5/2023 4:07 PM	Pamela Mota
v2.0	9/18/2023 1:30 PM	Pamela Mota
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Vice President Approval:

Name:	Title:
Gary Logan	Vice President for Finance & Administration