

The University of Tennessee Health Science Center

Supplemental Pay

Section 400, Procedure #472

Effective: 04/01/2014

Revised: 03/03/2014

Objective:

To establish parameters for compensating employees in specific, defined working situations where supplemental compensation is appropriate, such as temporary assignments, on call pay, shift differentials, and extra services pay.

Procedure:

Temporary Assignments

Staff who have been designated to perform the duties of a position with a classification evaluated at a higher pay grade for a temporary period of time are eligible for a salary increase for the duration of the assignment, providing the following conditions have been met:

The temporary assignment must be a minimum of 30 calendar days and not to exceed 12 months unless there are extenuating circumstances at which point written documentation must be submitted and approved by the appropriate Campus/Institute officials.

- a) The employee accepting the temporary assignment must assume the majority of the responsibilities of the position;
 - b) A temporary assignment occurs when an incumbent resigns, retires, or is absent due to illness, reassignment, educational leave, or leave of absence. Temporary assignments will not be approved due to an incumbent taking a vacation regardless of the length of time.
1. The staff member receiving the temporary assignment will receive a salary increase beginning on the first day of the assignment and ending on the last day of the assignment. When the assignment is completed, the employee's salary will revert to his/her former salary, plus any base adjustments and/or across-the-board adjustments that occurred during the temporary assignment.
 2. The salary adjustment will either be up to the difference between the pay grade minimum salaries added to the employee's current salary or the employee's current salary plus 10%.

3. The staff member's department must secure HR and the business offices' approval prior to discussing the assignment with the staff member. Upon approval, the department and staff member must sign a letter of agreement (see example letter). Once signed, letter must be forwarded to HR.
4. During the temporary assignment, the employee's job classification will not change. The department will process a personnel change e-form to adjust the employee's salary for the duration of the assignment.

On Call Pay

"On call" situations occur when non-exempt employees are required to wear a pager/cell phone and be immediately available to respond to emergency situations outside their normal working hours. Only the "on call" person is eligible for this pay. Not every employee who must carry a pager after hours will be paid "on call" pay.

1. "On call" employees are called in to campus by either the UT Police dispatcher or other designated departmental employee. "On call" pay does not apply to employees who are called by management to respond to an emergency situation to include, but not limited to, an electrical outage, snow removal, or steam line rupture.
2. A schedule of which employee will be "on call" will be created and posted a minimum of four weeks in advance of the scheduled dates. Once posted, this schedule may not be changed without the permission of the supervisor in charge.
3. The employee who is "on call" is guaranteed to receive a minimum of four hours of regular work hours per week even if no calls are received. The "on call" hours will be coded as regular hours worked so that the employee will be credited with at least 44 hours worked for the "on call" week provided they work the full week. In addition, if the hours worked are in excess of 40, they will be calculated at time-and-one-half. Thus, the employee will be paid a minimum of 46 hours for the week if he/she works the full week.
4. Should the "on call" employee be required to come to campus to respond to an emergency or answer a call, he/she will be guaranteed a minimum of four hours' pay. Should the repair exceed four hours, he/she will be paid for all the time worked.
5. An employee "on call" can receive a maximum of 12 hours of "on call" pay in a 24-hour period. The 24-hour period will coincide with the "on call" week. The first 24-hour "on call" period ("on call" work day) will begin at 8:01 a.m. Monday morning and end at 8:00 a.m. Tuesday morning; the second "on call" work day will begin at 8:01 a.m. Tuesday and end at 8:00 a.m. Wednesday. The remainder of the "on call" days during the "on call" week follows the same pattern. The seventh and final "on call" day during the "on call" weekends at 8:00 a.m. on Monday.
6. Employees who are required to report to campus more than three times during the designated 24-hour "on call" day will receive payment for the actual hours needed to correct the problem. Thus, the fourth, fifth, or sixth or additional call the employee will be paid only for the actual time spent to correct the problem, not a guaranteed minimum of four hours pay.
7. Should the employee receive a call requiring him/her to come to campus within two hours of his/her normal work shift, he/she will clock in and begin his/her work shift. In other words, the employee will not be guaranteed the

four hour minimum in this situation. Should the employee work his/her full shift, the hours worked will be eight hours, plus the time he/she reported early. Any hours worked beyond 40 hours is consideration will be paid over-time.

8. Employees reporting to campus to respond to a call must keep a log of the time worked, the reason for the call, and an account of what was done to solve the problem.
9. The time should be recorded through the Time Evaluation System.

Shift Differential

Shift differential payment compensates non-exempt regular and term employees paid on biweekly payroll for working evening, night and/or weekend shifts or schedules.

Evening, night, and weekend shifts/schedules are defined as follows:

- a) Evening shift (2nd shift) — applies to employees who begin a work schedule between 2 pm and 10 pm
 - b) Night shift (3rd shift) — applies to employees who begin a work schedule after 10 pm and up to 2 am
 - c) Weekend shift — applies to employees who are regularly scheduled to work on Saturdays, Sundays, or both
1. Shift differentials are paid only to regular and term full-time and part-time non-exempt employees paid on the biweekly payroll; student employees are ineligible.
 2. Shift differentials are paid based on the hours worked, not on the hours scheduled to be worked.
 3. Shift differential amounts are assigned based on a flat rate per hour for all hours paid.
 4. Shift differentials are established based on the job classification within a personnel sub-area or work center.
 5. After the job class and personnel area and/or work centers are approved and established in IRIS for shift differential payment, the recording of time in IRIS for evening, night or weekend shifts determines eligibility for shift differential payment.
 6. The time should be recorded through the Time Evaluation System.

Additional Pay

Additional pay is compensation for work in support of the university that is not part of the employee's regular job duties. It is the joint responsibility of the employee and his/her immediate supervisor to ensure the employee is performing regular job duties, and the activities leading to additional pay will no way detract from performance of his/her assigned responsibilities. Below are the guidelines for use.

1. Exempt staff – Before any work in addition to the regular job duties is performed, a request must be completed by the department heads/supervisor and approved by the dean/director. The employee must document the work for additional pay was not performed in his/her regular job and was performed outside his/her normal work schedule

OR annual leave was taken. The rate of additional pay for a given service will be negotiated between the employee and the director or department head receiving the service. Additional pay for consulting across departments on sponsored projects may require prior approval from the granting agency.

2. Normally, exempt staff are not allowed to receive additional pay for work performed in their own department or for work performed outside their department, but within the scope of the job duties as documented on the Position Description Questionnaire (PDQ). Any exceptions must be approved in advance by Human Resources.
3. Non-exempt staff – (See Overtime Compensation Policy- HRO445 for non-exempt staff working outside the scope of their normal work duties.)
4. Permissible Activities for additional pay – Activities which may be eligible for additional pay include, but are not limited to:
 5. Presenting at institutes, conferences, special programs, and workshops sponsored and administered by a university department, other than the employee's own;
 6. Providing professional services that are not part of regular duties and expectations, such as translating a document from a foreign language, conducting statistical analysis, or performing at a campus event;
 7. Teaching credit or non-credit courses through an academic department of Institute for Public Service.