

Temporary Pay

HR-03-90



About This Policy

Effective Date:

Last Updated:
12-20-2016

Responsible University Office:
University Human Resources

Responsible University Administrator:
Vice President and Chief Financial Officer

Policy Contact:
[University Human Resources](#)
hrpolicy@iu.edu

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Scope

This policy applies to all Staff positions.

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Policy Statement

1. Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, sex, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.
2. It is the policy of Indiana University to pay all employees accurately and to remedy any errors in a timely manner consistent with Indiana law.
3. No supervisor or administrator may communicate or extend an offer contrary to the university policies related to employment, compensation or benefits, nor imply or state that a contract has been created between the university and the current or future employee before the necessary approvals have been obtained. Only the president or vice presidents may offer actual contracts.
4. Principles applicable to temporary pay adjustments:
 - a. Employee's job-related qualifications and performance
 - b. Pay of other employees performing similar work in the RC
 - c. Percent of time that will be spent performing the temporary duties

- d. Unit's fiscal resources
5. The applicant or employee shall NOT be notified of the pay/salary action until the RC and any required campus approvals have been obtained.

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Procedure

1. Indiana University recognizes that department heads have the authority to assign higher level responsibilities to an employee on a temporary basis, for situations such as the facilitation of flexible staffing and career development. In such cases, providing a temporary pay adjustment may be appropriate.
2. Temporary pay may be appropriate even if the employee retains significant portions of his/her regular duties while performing the temporary duties
3. Temporary assignments should be for less than one year.
4. A temporary assignment to a position in the same or lower classification will not result in any loss to an employee. Normal pay increases will continue and any employee benefits that may vary will be applied as to the employee's normal pay range.
5. A temporary pay adjustment, unless otherwise noted, will be in effect for the exact period of the temporary assignment. The amount of the adjustment is determined in consultation with campus Human Resources and will be based on the extent of the duties being performed not to exceed 25% of the employee's current wage.
6. The department or campus Human Resource office must complete the appropriate HRMS eDoc to identify the temporary rate of pay and include an explanation in the Comments section.
7. If the temporary assignment becomes permanent, [Establishing a Position](#) and [Posting and Advertising a Position Vacancy](#) apply. The salary adjustment provisions for promotions, lateral transfers, or demotions described in the above sections may also apply.
8. When the employee is no longer performing the additional or new duties, the employee's pay returns to his or her former base wage, plus any annual wage increase that may have occurred in accordance with Trustee policy.
9. If, in an exceptional situation, a temporary assignment exceeds one year, the chancellor, provost, or appropriate vice president must approve the extended assignment for a limited period of time and any special salary adjustment. Written approval should be obtained prior to submitting an E-Doc with the approval copied into the comments section of the E-Doc.
10. For AFSCME Police and AFSCME Service covered employees:
 - a. If all of the following conditions are met, departments shall make temporary pay adjustments. Departments should consult with the campus Human Resource office to determine the pay adjustment.
 - i. When the work of a position, vacated for any reason, is assigned and the majority of the primary duties of the position are performed by one employee.
 - ii. The pay grade of such position is higher than the employee's normal position.
 - iii. The temporary assignment is for more than 40 hours in any one pay period.
 - b. For AFSCME Service covered employees, employees assigned by supervisors to train (other than orientation) an employee in a higher classification for a pay period (2 consecutive weeks) or more shall be eligible for a temporary pay adjustment. The temporary pay adjustment must be approved in advance by the department head.
 - i. Up to a five (5%) percent wage increase may be considered to address more complex duties assigned with no change in job.
 - ii. Increases must be approved by Campus HR; and increases greater than five (5%) percent require UHR approval.
11. For CWA covered employees:
 - a. A temporary assignment involves an employee assuming the higher level duties and responsibilities of a position other than the normal position for a limited period of time. In effect, the employee is functioning in the temporary position instead of the normal position, though the employee may retain some significant elements of the normal position.
 - b. Pay changes that may accompany temporary assignments will be based on the following considerations:
 - i. The exact nature or extent of the employee's assumption of higher level responsibility in the temporary position

- ii. The expected length of the assignment
 - iii. When such an assignment is made to a position in a higher range level for no less than two (2) weeks, the university will provide for a temporary salary adjustment.
 - iv. Temporary assignments of fewer than two (2) weeks or 10 working days, whichever is greater, will not result in any special compensation.
 - v. The employee's current wage in relation to the salary range of the temporary position.
 - c. If a temporary assignment is expected to exceed one (1) year, then the head of the Responsibility Center must approve the assignment and any special salary adjustment.
 - d. Temporary assignments anticipated to extend to six (6) months or more must be advertised internally in accordance with the provisions of **Posting and Advertising a Position Vacancy**. Should the position later be made permanent, and the employee assigned was selected in accordance with the provisions of **Posting and Advertising a Position Vacancy** then no further re-advertisement and selection is required.
12. For Professional and non-union covered Staff employees,
- a. A temporary pay adjustment may be appropriate when:
 - i. An employee assumes full or partial duties of another position, or
 - ii. An employee is assigned new duties for a temporary period of time
 - iii. The assigned duties represent a significant change in scope of responsibilities or require different job competencies
 - iv. The duration of the assignment of the new duties is no less than two weeks and not more than one year
 - b. In appropriate cases, a department head may provide additional pay to an employee who is performing additional or higher-level duties on a temporary basis.
 - i. Nonexempt employees:
 - a. The assignment of additional responsibilities to an overtime-eligible (i.e., nonexempt) employee may result in additional work hours and overtime pay.
 - b. If, based on the above consideration, the department head determines that overtime pay is not sufficient to compensate for the additional responsibilities, the department head may consider a temporary pay adjustment.
 - ii. Exempt employees:
 - a. The assignment of additional responsibilities to an overtime-exempt employee may or may not significantly increase the employee's overall workload.
 - b. If, based on the above consideration, the department head determines that the additional responsibilities assigned exceeds the employee's appointment status, the department head may consider a temporary pay adjustment

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History

December 2016

Revised to incorporate provisions of the 2016-2019 Agreement between Indiana University and CWA Local 4730.

February 2016

This policy combines the following policies:

Union or Employee Group	Policy
AFSCME Police	Temporary Work and Pay
AFSCME Service	3.4 - Temporary Work and Pay

Professional Staff and
Support and Service Staff
not Covered by a Union

2.3 - Temporary Pay

This policy replaces parts of the following policies:

AFSCME Police	AFSCME Service	CWA	PA/SS
Position Classification/ Reclassification Functional Issues	2.11 - Recruitment-Selection	9.4 - Salary Decisions for Individual Employees	2.6 - Salary Decisions for Professional Staff
<ul style="list-style-type: none"> • B. • B.3. 	<ul style="list-style-type: none"> • C.3.g. 	<ul style="list-style-type: none"> • A. • H.2. • H.3. • I.1. • I.2. • I.2.a. • I.2.b. • I.2.c. • I.3. • I.4. • I.5. • I.6. • I.7. • I.8. • J.1.a. • J.1.b. 	<ul style="list-style-type: none"> • A.1. • A.2.a. • A.2.f. • C.5. • J.7. • K.7.c.