

May 1, 2024

ADMINISTRATIVE SUPPLEMENTS FOR NON-EXEMPT STAFF

Guidelines and Procedures

Purpose

In some situations, the use of a temporary pay increase for non-exempt staff is an appropriate way to recognize a temporary change in duties tied to a specific appointment or assignment. When the staff member completes or relinquishes the appointment or assignment, the temporary pay increase will be removed.

A temporary pay increase for non-exempt staff may be appropriate in the following cases:

- a) When a non-exempt employee assumes all duties and responsibilities of a position with a higher career stream level of responsibility for a limited period of time but maintains the right or understanding that they can or will return to their prior position. For example, when a Senior Administrative Assistant (S3) takes on all the duties and responsibilities of a recently vacated Event Planner (P2) or when a Custodian (S2) takes on all the duties and responsibilities of a Lead Custodian (S4) for an extended leave.
- b) When a non-exempt employee assumes some additional responsibilities over and above those of their current position with a higher level of responsibility for a limited period of time. For example, when a Research Technician (S2) takes on a portion of the duties and responsibilities of a recently vacated Senior Research Technician (S3) in addition to their current role.

This should not be used for an individual taking on more of the same level of work or duties and responsibilities at a lower level. Such situations may still be recognized with additional compensation if deemed appropriate through the use of a Bravo Award.

Eligibility

All regular non-exempt staff are eligible for temporary pay increases. The non-exempt employee must be taking on the higher-level duties and responsibilities longer than 1 full pay period (2 weeks). A temporary pay increase may be up to 1 year in length. Any extension beyond 1 year requires review and approval. Please see “Approvals” section for additional information.

If the supervisor seeks to make the temporary assignment permanent, the promotion or posting process and regular compensation guidelines will apply. Please contact your HR compensation analyst to discuss options.

Temporary Pay Increase Amount

To maintain consistency, operating units must work within the following HR Compensation guidelines to determine the additional amount above the employee’s base pay rate:

- a) For the addition of some responsibilities of a higher-level position:
 - I. 25-50% of a position’s duties: a temporary hourly pay amount equivalent to 5% of the employee’s base hourly rate.
 - II. Greater than 50% but not all of a position’s duties: a temporary hourly pay amount equivalent to 10% of the employee’s base hourly rate.

- b) For the addition of all duties and responsibilities of a higher position with a higher level of responsibility:

- I. A temporary hourly pay amount equivalent to 15% of the employee's base hourly rate.

At times circumstances may warrant a higher increase, such as if the temporary duties are from a position with a significantly higher pay band or career stream level. Please contact your HR compensation analyst to discuss.

NOTE: The temporary pay increase will not affect benefits or vacation accruals. The temporary pay rate must be paid on all hours worked, including overtime. Temporary pay increases are included in the calculations for retirement contributions. Upon separation, quota payouts will be paid at the current base pay rate. Non-exempt staff receiving a temporary pay increase will continue to be eligible for merit on base pay. However, merit will not apply to any temporary increase amount.

Approvals

Direct supervisors must request new temporary pay increases through their leadership structure and business office. Each area can set its own internal approval process as long as final approval comes from a Department Head, Director (M5 level), or above. Direct supervisors should work with their business office to ensure budget availability and feasibility based on funding source(s). Any amount over 15% or above the recommendation from HR Compensation must be approved by division senior leadership (e.g., Dean, Vice President, Vice Provost, etc.).

Any adjustments to existing temporary increase amounts or extensions beyond a 1-year period must be reviewed and approved by senior leadership and HR Compensation.

Supervisors must consult with department approvers (Department Head, Director at the M5 level or above, and business office) before establishing payment or committing to pay an employee for additional duties. This communication must occur prior to any communication with the employee. Commitments made prior to discussion with approvers may not be honored.

Processing Procedures

Supervisors, business managers and employment centers follow the [Business Process](#) to request, approve and process administrative supplements for non-exempt employees. The process includes accessing DocuSign to complete the form that is used to approve and process the extra compensation.

Memorandum of Understanding

When providing a new temporary increase, the supervisor in coordination with the Business manager should draft a memorandum of understanding. The memorandum should clearly state the conditions for receiving the temporary increase. This includes the current base pay rate, the temporary pay increase amount, length of time the temporary increase is in effect and what happens upon termination of the temporary increase.

Questions

Questions concerning this procedure should be directed as follows:

West Lafayette:

- General policy questions should be referred to HR Compensation at compensation@purdue.edu or your compensation analyst.
- Processing questions should be referred to Payroll at paspec@purdue.edu.
- Budget-related questions should be referred to the business manager, ADFA, or DFA.

Fort Wayne: All questions should be directed to HR-OIE or hr@pfw.edu.

Northwest: All questions should be directed to the Associate Vice Chancellor of Human Resources for PNW.