

Supplemental Pay in Exempt Positions Policy - Division of Finance and Operations

Unit: [Human Resources](#)

Effective Date: 8/1/2014

Revision Date: 11/12/2018

Contact: Nancy Whittaker

Title: Associate Vice President for Human Resources

Purpose

This policy is designed to give specific guidance regarding supplemental pay to exempt employees in the Division of Finance and Operations to be in effect in addition to HR policies, “Staff Employees in Exempt Positions – Division of Finance and Operations,” and “Staff Supplemental Compensation Policy.”

Policy

Staff employees in professional, management, administrative and similar jobs are considered to be in exempt positions as determined by the Fair Labor Standards Act (FLSA). Individuals in exempt positions are compensated on a salary basis and are not eligible for overtime pay or compensatory time off. Salaries for individuals in exempt positions are not based on the amount of time spent at work, but rather on remaining on the job until required tasks are completed.

The salary an employee is paid is determined by a variety of factors including, but not limited to, market rates, education, experience and performance. In the Division of Finance and Operations, the salary may also reflect the amount of time necessary to do the job. If the job involves significant amounts of time beyond a normal 40-hour work week, which is true in many cases for exempt positions in Finance and Operations, the base salary for exempt positions is designed to compensate those individuals.

All requests for supplemental pay not related to the normal 40-hour work week (both internal and external) for exempt employees must be approved in advance by the Vice President for Finance and Operations. **This includes requests from the VP’s direct and indirect reports.** Division of Finance and Operations employees may receive supplemental pay for work not related to the 40-hour work week, e.g. adjunct teaching positions.

Therefore, effective on the date of this Policy, there will be **no supplemental pay approved for exempt employees who perform job-related duties beyond their normal 40-hour work week in the Division of Finance and Operations.**

The base salary paid to employees in exempt positions will be the total annual compensation paid to perform all the job-related duties of the position. No additional supplemental pay will be approved for exempt employees whose job may require weekend, after-hours or holiday work, or who may periodically experience extraordinary increases in work volume.

Questions related to this policy should be referred to the Office of the Vice President for Finance and Operations.

Scope

This policy applies only to the Division of Finance and Operations.

Office of the Vice President of Finance and Operations

Signed: DocuSigned by: Cheryl Mowdy 11/12/2018
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Cheryl Mowdy
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