

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Temporary Salary Supplement
POLICY NUMBER: HR-4.04
EFFECTIVE DATE: May 1998
SUPERSEDES: N/A
LAST REVISION DATE: November 2007

SPECIAL PAY PROVISIONS A READS AS FOLLOWS:

- I. If an employee has been temporarily assigned additional duties and responsibilities by Serenity Behavioral Health Systems (SBHS), the salary of the employee **may** be supplemented as indicated below.
 - A. 2.5% of base salary for additional assignments characteristics of a lower class;
 - B. 5.0% of base salary for additional assignments characteristics of an equivalent class;
 - C. 5.0% or 10.0% of base salary or an amount determined in accordance with assignments characteristic of a higher class; OR
- II. If an employee is temporarily assigned replacement duties and responsibilities at a level higher than the employee's normal work activities, the appointing authority **may** supplement the salary of the employee 5.0% or 10.0% of base salary, or an amount determined.
- III. All supplements under options A. and B. above shall comply with the following criteria:
 - A. Under no circumstances shall an employee be supplemented for replacement duties characteristic of an equivalent or lower level class; and
 - B. Under no circumstances shall an employee be supplemented for additional duties characteristic of an equivalent or lower level class in addition to or in lieu of receiving overtime and/or compensatory time as provided by the Fair Labor Standards Act; and
 - C. An employee in a misclassified position which is recommended to a lower level class shall not be supplemented under this provision except as approved in advance by the Chief Executive Officer; and
 - D. An employee shall not be compensated under this provision for assuming duties of a misclassified position except as approved in advance by the Chief Executive Officer; and,

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- E. The employee must perform such duties for the full period; and
 - F. The salary supplement shall be discontinued when the employee no longer performs such duties; and
 - G. A description of the nature of the duties shall be filed with the Human Resource Office; and
 - H. All supplements in excess of 12 months must be approved by the Chief Executive Officer; and
 - I. This supplement shall not be applied in lieu of or pending the determination of the appropriate classification of the position.
- IV. The above supplement may be prorated as appropriate on the basis of shared assignment of a given set of duties by employees.

PROCEDURES:

- I. Funds must be available in the budget for payment of a temporary salary.
- II. The request for payment of a temporary salary supplement must meet the criteria outlined below:
- III. Supplement for Additional Duties
 - A. Additional duties are defined as those duties added by the employee's supervisor to the duties for which the employee is normally responsible. The employee must be capable of performing the additional duties without neglecting or substantially affecting the performance of any normal duties. Additional duties should be assigned only under exceptional circumstances such as working on a special project. Additional duties may be assigned that are of equivalent pay grade status, of higher pay grade status, or lower pay grade status.
 - B. Payment of supplement for additional duties:
 - 1. An employee assigned additional duties and responsibilities characteristic of a lower class will be paid a supplement of 2.5% of base salary.
 - 2. An employee assigned additional duties and responsibilities characteristic of an equivalent class will be paid a supplement of 5% of base salary.
 - 3. An employee assigned additional duties and responsibilities characteristic of a higher class will be paid a supplement in accordance with the Rules of State Personnel Board.

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4. An employee cannot be paid a supplement for additional duties characteristic of an equivalent or lower level class in addition to or in lieu of being compensated by the provisions of the Fair Labor Standards Act.
5. An employee may be paid a supplement for additional duties characteristic of a higher class in addition to, but not in lieu of, the provisions of the Fair Labor Standards Act.

C. Supplement for Replacement Duties

1. Replacement duties and responsibilities are defined as those associated with a higher level position to which the employee is temporarily assigned in place of the employee's regular duties and responsibilities; i.e., the employee is performing all the duties and responsibilities of the higher-level position. Replacement duties are generally assigned to cover an essential position vacated because of resignation or approved leave of absence.
2. An employee can be supplemented for replacement duties only for duties characteristic of a higher level class and, under no circumstances, can be supplemented for replacement duties and responsibilities characteristic of an equivalent or lower level class.
3. Payment of supplement for replacement duties:
 - a. An employee assigned replacement duties and responsibilities characteristic of a higher class will be paid a supplement in accordance with the Rules of the State Personnel Board.
 - b. There will be no proration of supplements for assignment of replacement duties and responsibilities.

D. Additional Procedures

1. An employee cannot be supplemented for assuming duties of a misclassified position without the prior approval of the Human Resource Office.
2. An employee must perform additional duties and responsibilities or replacement duties and responsibilities for the full pay period in order to receive a supplement for that period.
3. The salary supplement must be discontinued when the employee no longer performs the additional or replacement duties and responsibilities. In the situation where the employee is performing replacement duties of a vacant

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position, the salary supplement must be discontinued when the vacant position is filled.

4. Written requests for approval of supplements must be submitted to and approved by the Human Resource Office prior to payment being made. Requests must contain the following:
 - a. Approval by the Chief Executive Officer;
 - b. Names of employees who are being assigned additional or replacement duties and responsibilities;
 - c. Description of assigned duties and responsibilities;
 - d. Circumstances requiring assignment;
 - e. Period of assignment;
 - f. Notice of any special circumstances.
 5. A Request for Personnel/Payroll Action must be submitted with justification.
 6. The Human Resource Office will notify appropriate staff of approval or disapproval.
- E. At the conclusion of the temporary assignment (typically one year or less) a Request for Personnel/Payroll Action) must be completed and forwarded to the Human Resource Office to discontinue the temporary salary supplement.
- F. Under unusual circumstances, a temporary assignment may be extended beyond one year. All supplements in excess of 12 months must be submitted through the Human Resource Office outlining the reasons for the request. The request would need approval by the Chief Executive Officer.

At the end of the extension period, a Request for Personnel/Payroll Action discontinuing the extension must be submitted to the appropriate Human Resource Office.

REFERENCE:

- I. Rule 17 of the State Personnel Board
- II. Addenda to the Compensation Plan

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APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date