



## Ohio Administrative Code

### Rule 3342-6-07.6 Administrative policy regarding supplemental pay for classified and unclassified hourly civil service staff.

Effective: March 1, 2015

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(A) Purpose. The university authorizes the compensation office to oversee a supplemental pay program in order for the university to be responsive to organizational needs and changing circumstances. While it is not the practice of the university to assign employees work that is outside of their classification, this policy enables the university to pay classified employees for the purposes listed in the this policy, while maintaining the integrity of the classification and salary administration plans.

(B) Eligibility. All nonrepresented classified and unclassified hourly civil service staff are eligible.

(C) Procedure.

(1) Basis for supplemental pay. Following consultation with the compensation office, managers may recommend supplemental pay for the purposes listed in this rule.

(a) Temporary working level pay adjustment. Whenever an employee is required to perform duties not indicated in the classification specification for the employees position, but representative of a classification with a higher pay grade assignment, normally because of a temporary absence or vacancy, and such assignment is for a continuous period of more than two weeks, but less than six months in any twelve month period, the employee shall be eligible for a temporary working level pay adjustment. The employees current classification title will not be affected by this supplemental. The temporary working level pay adjustment may result in a rate of pay exceeding the maximum for the pay grade of the employees current classification. This supplement shall increase the employees hourly rate of pay to the greater of:

(i) The minimum hourly rate of pay for the higher level position;

(ii) A percentage increase above the employees current hourly rate (not to exceed the maximum of the pay grade of the higher classification) as recommended by the department head in consultation



with the compensation office.

(b) Skill/knowledge-based adjustment. When a particular position requires a proficiency such as a foreign language, Braille, or sign language, or requires a specific, measurable or certifiable knowledge or skill, it may be appropriate to recognize employees who satisfy the particular requirement with a continuing pay supplement.

(i) This supplemental pay may increase the employees hourly rate of pay as recommended by the department in consultation with the compensation office and appropriate executive officer.

(ii) Earning will be determined through consultation with the compensation office and based on the complexity of the skill/knowledge, market information, and budgetary issues. The employee will be eligible for this ongoing adjustment to his/her base rate of pay for as long as those circumstances remain.

(c) Adjustment for additional complexity of assignment. There may be times when an employee is required to perform duties within the employees classification but work in circumstances that place additional complexity in the employees work making the employee eligible for supplemental pay. The amount of the pay adjustment will be determined by recommendation of the department head in consultation with the compensation office and the approval of the appropriate executive officer.

(i) The employee will be eligible for this ongoing adjustment to his/her base rate of pay for as long as those circumstances remain. These circumstances are expected to be ongoing rather than temporary in nature (e.g. to cover a co-workers scheduled vacation.). Examples of such circumstances are:

(a) An assignment that requires the employees to perform the same job or type of work for two or more units. While the essential position responsibilities remain the same, the increase is for coordination of activities and additional breadth and scope of responsibilities.

(b) An assignment that requires the employee to perform the core duties of his/her current classification plus varied duties of other classifications at the same or higher pay grade, but not substantial enough to warrant reclassification.



(ii) Recognition of achievement. A one-time lump-sum payment may be made to an employee to recognize the successful accomplishment of a significant, but temporary project. The amount will not be included in the employees base rate of pay, nor be considered when applying any type of increase percentage to the base rate of pay. Overall performance will be considered before this type of payment is made.

This process must involve a written recommendation and consultation with the compensation officer. The vice president for human resources and the appropriate executive officer must approve any payment of this type in advance before the payment is processed and the amount communicated to the employee.

(2) Supplemental pay will be determined and awarded according to the following guidelines:

(a) The requesting unit will submit a "Supplemental Pay for Classified Employee Request Form" to the vice president for human resources.

(b) Requests must be submitted in a timely manner and in cases of paragraphs (C)(1)(a), (C)(1)(b), and (C)(1)(d) of this rule, be reviewed with the compensation office prior to assigning a classified employee any work that is not consistent with the employees classification.

(c) Normally, the amount of supplemental pay will be calculated as a percent of the regular hourly rate, rounded to the nearest whole cent except where a one-time lump-sum payment may be appropriate.

(d) The supplemental pay amount will not become part of the employees base pay rate.

(e) All payments are subject to the appropriate taxes and other payroll deductions.