

31.01.01.C0.02 Temporary Salary Increases

Revised: July 22, 2019

Next Scheduled Review: July 22, 2024

[Revision History](#)



Procedure Summary

An employee placed in an acting or interim status or who is required to assume significant additional responsibilities for an extended period of time may be considered for a temporary salary increase. This procedure outlines the process for providing a temporary salary increase.

Procedure

1. ELIGIBILITY

- 1.1. Simply assuming additional responsibilities does not in itself constitute the basis for a temporary salary increase. The following are reasons that would disqualify an employee from eligibility for a salary adjustment:
 - 1.1.1. If the assignment is brief (less than thirty (30) days).
 - 1.1.2. If the work is of a backup nature already expected of the employee.
 - 1.1.3. If the responsibilities are distributed among a number of employees in such a manner as to not significantly impact the total workload of the employees assuming the additional duties.
 - 1.1.4. If the person receiving the temporary assignment is already adequately compensated or if they are being compensated with overtime pay.
- 1.2. An employee recommended for a temporary salary increase must be an above-average performer with the required knowledge, skills, and abilities. The employing department should consult with Human Resources to determine an appropriate amount of the temporary increase. The department must have a fund source for the temporary salary increase.
- 1.3. The following guidelines should be applied when determining if a temporary salary increase is appropriate.

- 1.3.1. The new duties to be performed are clearly differentiated from the duties normally performed by the employee.
- 1.3.2. The new duties are not to be performed on a permanent basis.
- 1.3.3. The new duties are to be performed for more than thirty (30) days, but typically not more than one (1) year.

2. PROCESS

- 2.1. A memorandum or electronic communication explaining the circumstances and requesting the increase will be submitted to Human Resources for a compliance review and then routed by Human Resources through the chain of command to the appropriate division vice president or to the President for those units reporting directly to the President.
- 2.2. Approval will be obtained before an employee receives a temporary salary increase. State law prohibits retroactive salary increases. When a document approving a salary increase is signed by the appropriate division vice president or the President for those units reporting directly to the President, the increase may be effective on the first day of the pay period in which the authorizing document was signed.
- 2.3. Upon approval by the division vice president or the President for units reporting directly to the President, a compensation change action must be submitted in the human resources system with the documented executive officer approval attached.
- 2.4. The temporary salary increase represents a payment that does not become part of the employee's base salary. When the temporary assignment ends, the employee's temporary salary increase is withdrawn. It is the responsibility of the employing department to ensure temporary salary increases are withdrawn when the employee ceases to perform the additional duties.

Related Statutes, Policies or Requirements

System Regulation [31.01.01, Compensation Administration](#)

University Procedure [31.01.01.C0.01, Employee Compensation Administration](#)

This procedure supersedes:

- [31.01.01.C2.02, Temporary Salary Increases](#)

Contact Office

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