

# 31.01.99.D0.02 Temporary Salary Increases for Non-Academic Interim Positions



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Next Scheduled Review: June 16, 2025

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## Procedure Summary

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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 and provides a schedule of annualized differential minimum adjustments for additional responsibilities.

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## Procedure

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### 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 temporary 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 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 in advance to determine the appropriate amount of the temporary 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.
- 1.4. The following schedule of annualized interim differentials represents the minimum adjustments, which may be given for interim administrative assignments. The divisional vice president may approve a larger adjustment, if the pay decision can be justified.
- Operating division of the university (vice president level): \$15,000
  - Major sub-division of the university and large complex departments (associate vice president, executive director or director level): \$10,000
  - Medium-sized departments of moderate complexity (director level): \$5,000
  - Smaller, less complex departments (director level): \$2,500
  - Sub-divisions within larger, more complex departments (manager level): \$1,500
  - Specific programs within departments or divisions (coordinator level): \$1,000

## 2. PROCESS

- 2.1 A memorandum or electronic communication explaining the circumstances and requesting the increase must be submitted, 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 an individual authorized to approve salary increases, 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 executive officer, a compensation change action must be submitted in Workday by an HR representative.
- 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**

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System Regulation [31.01.01, Compensation Administration](#)

University Procedure [31.01.01.D1.01, Compensation Administration](#)

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## **Contact Office**

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