

Staff Compensation Practices



Planned Pay Adjustment

Discussions regarding planned pay adjustments should be held between the Human Resources Consultants and supervisors prior to any communication with the employee.

- **Exempt Staff:** A temporary base salary adjustment may be warranted for the period of time the additional higher level work is being done. If the adjustment was not made prior to the work completion, the manager may give an after-the-fact lump sum payment.
- A planned pay adjustment may be awarded in the following cases:
 - Staff is providing coverage for work, at a higher level than their current role, while the department has an open/vacant position or in the absence of a coworker for an extended period of time
- Amount should reflect the type and duration of the higher level additional work completed by the employee, and the employee's salary.
- **HUCTW:** Per the HUCTW personnel manual, in situations where a staff member is performing higher level duties in the absence of a co-worker or supervisor extra compensation should be paid if it is anticipated that work will be preformed for more than 20 work days when covering for a co-worker or for more than 7 days when covering for a supervisor.
 - *To the extent possible and in most cases, planned pay adjustments for HUCTW members should be captured via T&L in PeopleSoft as a temporary increase to hourly rate or week-to-week adjustment of their hourly rate using the override feature in PeopleSoft rather than an after-the-fact lump sum payment.*
- **Etad Action/Reason Coding (Planned Pay Adjustment):**
 - PAY/ADJ
- **Earnings Code (Lump Sum Payment):**
 - NPA (Non-pensionable additional comp)