

Temporary Salary Increase Policy - Professionals

Purpose:

The purpose of this policy is to ensure fair and consistent application of temporary salary increases paid via also receives for professional employees, including those designated as management/confidential.

Definitions:

Acting – An employee is placed in charge during the temporary absence of a superior or assumes responsibility for a higher-level position during the temporary absence of another employee.

Interim – An employee assumes full responsibility for a position that is vacant.

Short-term absence – A period of less than one month.

Policy:

A professional employee will receive a temporary salary increase under the following conditions:

- When the employee is appointed as an interim for a higher-level position.
- When the employee is serving in an acting capacity for a period of time exceeding one month.
- When an employee assumes a significant amount of higher-level responsibilities in addition to their own responsibilities on a temporary basis when that service is expected to be for a period of one month or longer.

A professional employee may be eligible for a temporary salary increase under the following conditions:

- When an employee's scope of responsibility is significantly increased due to a long-term absence of a co-worker. The temporary salary increase would conclude no later than the start/return date of the absent employee.
- An employee performs a long-term additional assignment as part of their normal obligation that substantially increases and or expands the scope of the employee's obligation. These are typically anticipated to be temporary in nature or for a specific project, and will conclude when the assignment and/or funding ends.

An employee is typically not eligible for a temporary salary increase under the following conditions:

- When the employee assumes responsibilities for a subordinate. A role of a supervisor is to appropriately manage staff turnover and provide coverage for such turnover as

needed. If the amount of work or duration of the work is significant, the supervisor should seek to provide opportunity to other professionals within the department, and/or hire a temporary employee.

- When the employee is serving as an interim in a position when the employee's current salary meets or exceeds that of the interim position.
- When the employee is serving in an acting capacity for a period of less than one month.
- Exceptions to this section shall not routinely be approved but may be considered based on the following:
 - When a vacancy in the office remains vacant for an extended period of time, i.e. longer than the time it typically takes to recruit and hire a replacement. However, the work being compensated for should still be in the same bargaining unit.
 - When multiple vacancies in an office exist creating a sustained increase in workload.
 - The quantity of work being assumed significantly increases the employee's obligation for a prolonged period of time.
 - Other possible alternatives have been explored and/or exercised, including reassignment to other staff in the office.

Procedures:

A. Interim/Acting and higher-level responsibilities

1. Employees who assume a higher-level position on an interim basis or who serve in an acting capacity for a period of time exceeding one month will be paid additional money via also receives/extra service (Form #11) and consistent with [SUNY's Also Receives Compensation Procedure and Guidelines for Professional Staff](#) .
2. There is no change to the employee's base pay.
3. The amount paid will be based on the university's compensation program for the particular position that is vacant. In most cases, the interim will receive the difference between their base pay and the minimum for the vacant position. The supervisor will consult with the Human Resources Office for appropriate pay rate prior to submission of the request.
4. The amount paid should not exceed 20% of the employee's base annual salary; however, due to taking on responsibilities for a higher paying position, the President can request an exception in writing to SUNY's Office of University-wide Human Resources.
5. The annual salary differential calculated in number 3 above will be converted to a biweekly amount using the payroll factor.
6. The biweekly amount will be indicated on Form #11 and will be paid out beginning the first day of the interim appointment and ending the last day.

B. Other temporary salary increases:

1. Employees who assume a significant increase in responsibilities in addition to their own responsibilities will be paid additional salary via also receives/extra service (Form #11).
2. There is no change to the employee's base pay.
3. The amount paid should not exceed 20% of the employee's base annual salary.

4. The amount paid will be based on the university's compensation program and paid as a percentage of the salary rate assigned to the level of responsibilities being performed. For example, if the responsibility being assumed represents approximately a 10% increase in overall obligation, the amount paid will be derived from 10% of the minimum salary level of the position/work being performed. (Example, the employee's current base pay is \$70,000 and they will be putting in additional 10% effort of work that would typically pay at the hiring rate of \$50,000, The employee would earn 10% of \$50,000, or \$192 BIW). The supervisor will consult with the Human Resources Office for appropriate pay rate prior to submission of the request.
5. The annual salary differential calculated in number 4 above will be converted to a biweekly amount using the payroll factor.
6. The biweekly amount will be indicated on Form #11 and will be paid out beginning the first day of the interim appointment and ending the last day.

Effective Date:

February 1, 2008(revised June 6, 2022)

Policy Distribution: President, President's Advisory Council, Human Resources, Payroll