

Policies of the University of North Texas	Chapter 5
05.040 Supplemental Pay	Human Resources

Policy Statement: The University of North Texas (UNT) provides faculty and staff the ability to receive supplemental pay for services performed in addition to or outside the scope of their regular assignment. This policy provides for the administration of supplemental pay and differential pay, in compliance with applicable state and federal law.

Application of Policy.

All faculty and staff regular employees.

Definitions.

1. **Augmentation Pay.** Augmentation pay is compensation that is in addition to, separate from, and does not affect an employee's base salary rate for performing a temporary assignment of duties usually assigned to a higher pay classification than the employee's regular position.
2. **Differential Pay.** Differential Pay is compensation for assignment to unusual work schedules or performing under certain physically strenuous working conditions.
3. **Task Payment.** A task payment is additional compensation paid to an exempt employee for work based on completion of a task assignment. Task payments are restricted to one-time services, or projects with a specified duration. A task payment is compensation for performing a task assignment.
4. **Task Assignment.** A task assignment is a one-time service or project with a specified duration that is separate from an exempt employee's position and is performed outside and in addition to the exempt employee's regular work schedule.
5. **Regular Employee.** A regular employee is an employee who is appointed for at least twenty (20) hours per week for at least four and one half months.
6. **FLSA / Exempt Employee.** An exempt employee is an employee who is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
7. **FLSA/Nonexempt Employee.** A non-exempt employee is an employee who is subject to the overtime provisions of the Fair Labor Standards Act (FLSA). FLSA non-exempt employees must be compensated for duties performed outside of the regular 40 hour

work week in accordance with applicable Compensatory Leave and Overtime policy.

Procedures and Responsibilities:

1. Task Assignments.

Task payments must be documented on a form provided by Human Resources, which, at a minimum, must describe the service or project to be performed, the estimated duration of the task, the pay rate, and the employee's regular assignment.

- a. Only regular exempt employees are eligible for a task payment.
 - i. Task payments for staff must be approved in writing prior to the start of the assignment by (1) Human Resources, and (2) the appropriate Vice President.
 - ii. Task payments for faculty must be approved in writing prior to the start of the assignment by (1) Human Resources, (2) Office of the Provost and Vice President for Academic Affairs, and (3) the appropriate Vice Provost for Academic Resources.
- b. Task payments for one-time services are paid upon the completion of the task. Task payments for projects with a specified duration will be made on a monthly basis as work on the project is completed.
- c. Task payments terminate at the end of each fiscal year unless the payment is re-approved by Human Resources and the appropriate administrative authority, as defined above, and a new payroll authorization is submitted.
- d. Task payments may not be substituted for a regular salaried appointment if the hours worked and duration of the assignment would otherwise make the employee eligible for regular benefits. Task payments are subject to all applicable benefits and/or payroll deductions for employees.

Responsible Party: Human Resources, Office of the Provost and Vice President for Academic Affairs, all levels of management

2. Augmentation Pay.

The appropriate administrative authority must document augmentation pay on a form provided by Human Resources, and which provides, at a minimum, a description of the work (temporary assignment to higher classification duties), the reason the work is needed, the amount of compensation provided for performing the additional duties, the method used to calculate the payment, the method use to distribute the payment, and the estimated duration the employee must perform the additional work. Only regular exempt employees are eligible for augmentation pay.

- a. Augmentation pay for staff must be approved in writing prior to the start of the assignment by (1) Human Resources, and (2) the appropriate Vice President.

- b. Augmentation pay for faculty must be approved in writing prior to the start of the assignment by (1) Human Resources, (2) Office of the Provost and Vice President for Academic Affairs, and (3) the Vice Provost for Academic Resources.
- c. The assignment must be at least six (6) weeks and should not exceed six (6) months in duration. Assignments exceeding six (6) months in duration must be approved by Human Resources, the appropriate Vice President, and the President.
- d. Augmentation pay is compensation in addition to, separate from, and does not affect an employee's base salary rate.
- e. Payment may be structured as an additional fixed dollar amount per pay period. Augmentation payments may be calculated as a percentage of the employee's regular base salary and shall not exceed 20 percent of the employee's regular base salary.

Responsible Party: Human Resources, Office of the Provost and Vice President for Academic Affairs all levels of Management

3. Differential Pay.

This type of supplemental pay can be utilized to compensate an employee for unusual work schedules or certain physically strenuous working conditions. The determination of whether to implement a pay differential is made by Human Resources and the appropriate Vice President.

Responsible Party: Human Resources, all levels of management

References and Cross-references.

Fair Labor Standards Act

U.S. Office of Management and Budget's Circular A---21

Forms and Tools.

[For staff - HRM-11 Task/Augmentation Preauthorization form](#)

[For faculty – VPAA – 11B](#)

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