Background

The University of Cincinnati is committed to properly compensating employees. This policy establishes the method by which unclassified/unrepresented employees may receive temporary additional compensation.

Policy

Unclassified/unrepresented employees may receive temporary additional compensation (ADN) for performing assigned duties that are beyond the scope of, and not a part of, the employee’s regular appointment.

Unclassified/unrepresented employees may receive an ADN as:

1. A one-time lump sum payment not to exceed $1000, or
2. A monthly rate of pay not to exceed 10% of the employee’s base pay.

- An ADN is temporary, and may be paid no longer than one year.
- An ADN may not be charged to a grant.
- An ADN should not be used as a substitute for a secondary appointment when an employee has academic teaching responsibilities.

If the additional duties are not temporary, the position should be reviewed by the Human Resources, Compensation Department to determine if the classification is appropriate.

The employee’s overall performance rating may have a direct effect on his/her ability to receive an ADN.

Regular wages are considered ‘earnable salary’ for OPERS and other retirement system (e.g., ARP) withholding purposes and are subject to retirement plan withholding. Compensation for extra temporary services – such as those compensated for with additional pay (AND) are over and above an individual’s regular salary and are not earnable salary for retirement plan withholding purposes.
Procedure

The requesting college/unit must complete the appropriate ADN worksheet and obtain all necessary approvals.

A Personnel Change Request (PCR) and the completed ADN worksheet copied in the Comments Section must be submitted through the established approval process and workflow in order to be processed and paid.

Exceptions to this policy must be reviewed in advance and approved by Human Resources, Compensation Department.

Related Links:
http://www.uc.edu/content/dam/uc/hr/forms/forms_a_thru_g/adl_worksheet.xlsx

Phone Contacts:
Human Resources - Compensation 556-6381