Background

The University of Cincinnati is committed to properly compensating employees. This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding temporary working-level adjustments for non-exempt unrepresented positions.

Policy

1. If a non-exempt employee is assigned to work in a higher level position for a continuous period of more than one pay period (one month or two weeks as applicable), but not more than one year, a temporary working level (TWL) pay adjustment may be granted. The TWL pay adjustment may be set at five percent above the individual’s current base rate of pay for classified unrepresented employees and five percent to ten percent for unclassified unrepresented non-exempt employees. The adjusted rate will not be less than the minimum of the higher pay grade for the period the employee occupies the position.

2. A classified employee being paid a TWL shall continue to receive all applicable pay supplements.

3. A non-exempt employee shall be paid temporary working level pay for hours actually worked, excluding vacation, sick leave, and compensatory time off.

4. A TWL may not be charged to a grant.
5. A TWL should not be used as a substitute for a secondary appointment when an employee has teaching responsibilities.
6. 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.
7. The employee’s overall performance rating may have a direct effect on his/her ability to earn a TWL.
8. 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 (TWL) are over and above an individual’s regular pay and are not earnable salary for retirement plan withholding purposes.

Procedure
1. The department must complete the appropriate worksheet and obtain all required signatures. A Personnel Change Request (PCR) using earn type TWL and a copy of the completed TWL worksheet must be submitted to the Human Resources Department.

2. Exceptions to the policy require approval from the Compensation Department.

Phone contacts:

Human Resources: (513) 556-6381