Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding hazardous duty pay supplement.

Policy

1. If an unusual workplace hazard exists (temporary or permanent), a salary adjustment may be granted for the time the employee is exposed to the hazardous condition. These hazards are not part of the regular duties.

2. The pay supplement shall range from five percent to ten percent of the base pay depending upon the extent of the hazard. The extent of the hazard is determined by Compensation in accordance with guidelines set by the Occupational Safety and Health Act (OSHA) and Worker’s Compensation.

3. A hazardous duty pay supplement shall be paid only for hours actually worked (not vacation, paid sick leave, or compensatory time off).

Procedure

1. The department requesting the hazardous duty pay supplement submits a letter to the Compensation Department outlining the affected position, as well as a description of the hazard and the amount of time spent performing the required duty.

2. The Compensation Department will review the request and notify the department, in writing, regarding the decision.

3. The department must submit a Personnel Change Request (PCR) to reflect each hazardous duty incident and a copy of the Compensation Department’s approval letter to Human Resources.