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|  <p>Category: Human Resources</p> <p>Policy applicable for: Unclassified/Unrepresented Staff</p> | <p><i>Policy Title:</i> Additional Compensation (ADL)</p> <p>Effective Date: 07/01/2009 – 6/30/2012</p> <p>Prior Effective Date: 08/2005</p> | <p><i>Policy Number:</i> 14-07</p> <p>Policy Owner: Sr. VP for Administration and Finance</p> <p>Responsible Office(s): Human Resources - Compensation</p> |
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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 (ADL) 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 ADL as:

1. A one-time lump sum payment not to exceed \$1,000, or
2. A monthly rate of pay not to exceed 10% of the employee's base pay.

An ADL is temporary, and may be paid no longer than one year.

An ADL may not be charged to a grant.

An ADL 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 department, Compensation division to determine if the classification is appropriate.

Procedure

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

A Personnel Change Request (PCR) and the completed ADL worksheet 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 approved in advance by Human Resources department, Compensation division.

Phone Contacts:

Compensation (513) 556-1540