Supplemental Compensation Operating Guidelines

From time to time CGU employees may be asked temporarily to take on extraordinary additional assignments that lie outside their normal range of responsibilities. When this occurs, supplemental compensation may be warranted. When a supervisor wishes to offer supplemental compensation to a staff employee for rare overload assignments, the vice president to whom the unit reports must approve the request for additional compensation. When a vice president wishes to offer supplemental compensation, the president must approve the request for additional compensation. The following conditions shall apply:

- The assignment shall be planned in advance for a defined, limited time, and the overload work shall specifically fall outside the normal job description of the staff member.
- The additional compensation may be provided as a single payment or distributed in conformity with CGU payroll and compensation policies and all relevant state and federal laws.
- For exempt employees, the exact amount and period of the additional compensation shall be specified.
- For hourly employees, the overload shall be in addition to the customary full-time commitment (current 37 ½ hours per week). Staff shall be compensated at a predetermined overtime rate, and the hours for which the rate applies shall be recorded on the employee’s time card.

Adopted by the President’s Executive Staff, May 26, 1999