

Information Notice Policy #326 - Special Pay for Staff

On February 12, 2009, the UVU Board of Trustees approved policy #326 – Special Pay for Staff.

The policy addresses employee compensation for extenuating work hours performed by non-faculty, non-student employees and presents options regarding compensation for these situations. The policy establishes procedures for overtime pay, premium holiday pay and call-in pay.

Employees who are eligible for special pay include nonexempt, full-time, part-time, non-faculty, non-student employees working in positions that are critical to the operation and safety of the institution. Exempt employees working in positions that are critical to the operation and safety of the institution are eligible for call-in pay, as well as, time off for hours worked on premium holidays. *The appropriate vice president is responsible for determining critical operational duties.* (For additional information please see policy #326)

In order for Banner to recognize the different pay options established by policy #326, new earn codes/descriptions had to be created. The following new earn codes/descriptions will be available on Web Time Entry and PHATIME beginning March 16, for employees who qualify for special pay.

New Earn Codes/Descriptions

043– Premium Holiday Pay for Part-Time

- Use for part-time employees only.
- Enter actual hours worked. Banner will automatically calculate the pay.

044 – Premium Holiday Pay for Staff Regular Rate

- Use for full-time nonexempt employees
- Enter actual hours worked. Banner will automatically calculate the pay.

048 – Call-in Pay

- Use for full-time and part-time nonexempt employees.
- Enter at least 4 hours. If employee works more than 4 hours, enter total hours worked for call-in.

Exempt employees will be paid on a lump sum ePAF for call-in hours worked.

Employees will only be eligible for premium holiday pay if their supervisor is requiring the employee to work on a premium holiday, and their area is being designated eligible by their vice president. Employees who work premium holiday hours without their supervisor's authorization, and vice president's determination, will not be eligible for premium holiday pay.

Supervisors are responsible for reading and understanding policy #326 - Special Pay for Staff, and will be held accountable for special pay approved outside of the policy guidelines.

If you have questions regarding policy #326, please contact Judy Martindale, Compensation Manager, at ext. 8932.