



**2. Temporary Assignment of Additional Duties**

When the employee is assuming duties in addition to their own responsibilities on a temporary basis due to the absence of a co-worker or supervisor for a period expected to exceed thirty (30) days but not last longer than six (6) months. Such additional duties must be short-term in nature and clearly beyond the scope of

**B.** An employee is **NOT** eligible for a temporary salary increase:

**1.**



the challenges of the recruitment efforts. It is not intended to equalize a

- b. The following positions are eligible for signing bonuses:
  - i. [Executive Staff](#), Assistant Vice Chancellors, Assistant Deans, and Directors; and
  - ii. Unique and/or hard-to-fill positions as identified by HRIC Recruitment prior to the initiation of the recruitment.
- c. The division budget officer must submit a request for signing bonus to HRIC Compensation along with the request for the compensation statement. HRIC Compensation will review the request and, in conjunction with Recruiting, approve or deny the request and determine the bonus amount.

### **C. REQUESTS FOR RETROACTIVE SALARY ADJUSTMENTS**

Salary adjustments will be made effective the day they are recorded in the HR/Payroll system. If paperwork is delayed past the payroll deadline and the delay requires retroactive pay, base salary can only be backdated up to thirty (30) days. Back pay will

updated. If there are extenuating circumstances over which the unit had no control that would dictate backdating a pay increase more than thirty (30) days, the unit must request approval from the Vice Chancellor for Human Resources or the Senior Vice Chancellor for Business and Financial Affairs for the additional pay to be disbursed as a lump-sum payment.

### **IV. DEFINITIONS**

None

### **IV. RESOURCES**

<b><i>Revision Effective Date</i></b>	<b><i>Purpose</i></b>
<i>7/5/2023</i>	<i>Align Policy with practice</i>