

# UIC HR Policies and Procedures

NUMBER

326

MANUAL Human Resources	SECTION Compensation	PAGE 1 of 5
SUBJECT Guidelines for Compensation of Services Beyond Full Time (Overcompensation/Administrative Stipend)	EFFECTIVE 11/20/2014	REVISED
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

## PURPOSE

Overcompensation (Overcomp)/Service in Excess of 100% requests may be awarded to full-time employees who have temporarily assumed additional, specific duties outside the scope of their regular responsibilities. Overcomp is payment for duties performed for a short period of time, twelve (12) months or less, and the frequency and duration should be kept to a minimum.

## SOURCES AND BACKGROUND

University of Illinois Statutes  
The General Rules Concerning University Organization and Procedure

## APPLICABILITY

Full-Time Academic Professionals and Civil Service staff

This policy does not apply to Faculty

According to the [University Statutes, Article IX, Academic and Administrative Staff, Section 5c, Services Rendered to the University](#):

Full-time employees shall not receive compensation for services with the University in excess of a normal schedule except for a reasonable amount of instruction in continuing education and public service programs or for the grading of special examinations (outside regular course work) stipulated by the University, all to be done at a time that does not conflict with other university duties. Exceptions may be made to this rule in special cases which are approved by the Dean of the College of which the employee is a member provided that if such additional payments exceed a nominal amount the advance approval of the Chancellor/Vice President shall be secured. These exceptions shall be held to a minimum.

The Campus guidelines for seeking exceptions, as permitted by the Statutes, are outlined below:

- *Prior* written approval from UIC Human Resources Compensation is required for overcomp payments made to full-time employees.
- The work performed must be clearly outside the scope of the employee's regular position.
- Service time cannot interfere with the employee's normal full-time position. It is the responsibility of the home Unit to ensure that primary work obligations will be fulfilled.
- Overcomp is not to be confused with "other duties as assigned."

# UIC HR Policies and Procedures

NUMBER

326

MANUAL

Human Resources

SECTION

Compensation

PAGE

2 of 5

SUBJECT

Guidelines for Compensation of Services Beyond Full Time  
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## POLICY

Overcomp requests can be submitted for full-time Academic Professionals and full-time status Civil Service Non-Union and Union employees. Requests submitted on behalf of Union employees will be reviewed with UIC Human Resources Labor and Employee Relations and may require approval from the Bargaining Unit.

The assignment and duties must be clearly outside of the primary scope of responsibility of the employee's regular position and at times will be performed outside of the employee's primary work hours. In the event the assignment is performed during the employee's normal work hours, the employee may have to work additional hours to fulfill their primary role. Overcomp requests are to be completed for assignments in duration of twelve (12) months or less and must have a specified begin and end date, at which time the assignment will terminate.

If reoccurring requests for services are sought, the Unit should consider redefining the job description with appropriate changes to the duties and compensation, rather than submitting repeat overcomp requests. For situations where an employee is in an overcomp assignment that will last beyond twelve (12) months, Units should consult with UIC Human Resources Compensation at [overcomp@uillinois.edu](mailto:overcomp@uillinois.edu).

The Unit will determine the appropriate overcomp amount to award and how it will be paid, taking into consideration the factors listed below. If the Unit needs guidance in determining the appropriate overcomp amount, they should contact UIC Human Resources Compensation at [overcomp@uillinois.edu](mailto:overcomp@uillinois.edu).

- Nature, scope, significance and impact of responsibilities to be performed
- Length of acting assignment
- Job classification (role, level and salary range) of the job
- Impact on the staff member's primary responsibilities in the current job
- Impact on the number of hours required to complete all work assignments (does it require work beyond the standard work schedule, e.g., 37.5- or 40-hour schedule?)
- Eligibility to receive overtime payment (e.g., is the job non-exempt?)

For non-exempt staff, the overcomp amount must be paid each pay period and included in the calculation of overtime pay for the respective time period. Overtime will be calculated based on the adjusted base hourly rate, which is the regular hourly rate plus the hourly rate for the overcomp. The overtime hourly rate is one and one-half times the adjusted base hourly rate.

While a working job title may be used for the overcomp assignment, the staff member's classified job title and position assignment in BANNER will remain unchanged.

# UIC HR Policies and Procedures

NUMBER

326

MANUAL	SECTION	PAGE
Human Resources	Compensation	3 of 5
SUBJECT	EFFECTIVE	REVISED
Guidelines for Compensation of Services Beyond Full Time (Overcompensation/Administrative Stipend)	11/20/2014	
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Assistant Vice President for Human Resources	Chancellor	

## APPROVAL PROCESS

Overcomp requests are submitted through the Overcompensation/Service in Excess Form and sent to [overcomp@uillinois.edu](mailto:overcomp@uillinois.edu). Overcomps can be paid out as a one-time lump-sum, on a semester basis or on a per payroll cycle. Each request is to be approved first by the employee and then by both the requesting and home Units and college approvers before Campus-level approval is granted.

Approval for an overcomp request must be obtained **prior to service being performed**. Approval by the Dean(s)/Vice Chancellor(s)/Department Heads for both the requesting and home Colleges or administrative Units are sufficient for payments in aggregate of (regardless of the numbers of jobs) less than \$500 per employee, per academic year. Payment requests that are less than \$500 per employee, per academic year (in aggregate) can be submitted directly through the HR Front End (HRFE) for processing by the UIC Human Resources HR Service Center. A brief explanation of the reason for the request must be attached or written in the comment/memo section of the HRFE transaction.

Payment requests of \$500 or greater per employee, per academic year (in aggregate) require completion of the overcomp request form for the job being requested. Multiple jobs will require multiple forms. The form can be located by going to [http://www.hr.uic.edu/overcomp\\_request/](http://www.hr.uic.edu/overcomp_request/). The form must be completed by the employee, requesting College or administrative Unit and home College or administrative Unit for approval. The form then should be submitted to UIC Human Resources Compensation for approval and processing. Questions regarding overcomps and completed request forms should be sent via email to [overcomp@uillinois.edu](mailto:overcomp@uillinois.edu).

### Examples of typical Overcomp Payment Requests are:

- Administrative/professional staff filling a temporary gap as vacancies are filled\*
- Adjunct teaching assignments
- Facilitating seminars on weekends
- Clinical personnel completing additional shift to fill a temporary gap while measures are put in place to correct staffing shortages
- Payment to an employee for performing at a commencement ceremony or other special occasion

*\*An example of this overcomp would be if Employee A, Director, retires and Employee B, Manager, **temporarily** assumes the role while a replacement for Employee A is underway.*

*Note: Normally, special projects are outside the home Unit.*

### Examples of Unacceptable Overcomp Payments Requests are:

- Payment to an employee for extra effort pertaining to their normal duties (ex: normally reviews five proposals but reviewed 10)
- Payment to an employee who has been performing duties at a higher level **prior** to all necessary approvals being obtained such as the Dean, Vice Chancellor, Provost, UIC Human Resources, OAE, Board of Trustees, etc.
- Payment for performing duties prior to their employment eligibility being determined

# UIC HR Policies and Procedures

NUMBER

326

MANUAL

Human Resources

SECTION

Compensation

PAGE

4 of 5

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## ADMINISTRATIVE STIPENDS

Administrative stipends differ from overcomp requests. Overcomp requests are typically twelve (12) months or less in duration and carry a specified begin and end date. Administrative stipends are used when an employee takes on the role of a separate job for a prolonged period (such as a director taking on another director role) that will be performed for at least a twelve (12) month time period, up to three (3) years maximum. At the conclusion of three (3) years, the stipend will be reviewed.

Administrative stipends are in conjunction with the employee's primary role. Typically, the stipend will be added as a separate, secondary appointment. Depending on the employee's primary role, an administrative stipend may require the approval of the Board of Trustees. Administrative stipends submitted for Civil Service employees are considered on a case-by-case basis.

Stipends are to be submitted through [overcomp@uillinois.edu](mailto:overcomp@uillinois.edu) and should include an offer letter signed by both the employee and requesting Department Head or Vice Chancellor (or designee). Requests must include a description of the duties to be performed and the proposed time frame. Each stipend is to be paid on the same payroll cycle associated with the employee's primary appointment.

### Examples of Administrative Stipends are:

- Unit administrative roles under a shared service agreement
- Service as a Unit executive officer in an acting or interim capacity
- Clinical physicians with an administrative component

Services and activities which may not be approved include temporary or permanent increases in responsibilities that do not warrant either a title change or an additional commitment of time. Such increases in responsibility are expected to be addressed during the annual salary review period.

Administrative stipends will be added as a 0%, non-budgeted FTE appointment. The employee retains their 100% FTE title and salary but a 0% appointment is added with additional compensation. The stipend must be reviewed every year, in consultation with UIC Human Resources. All Administrative stipend requests must be approved by UIC Human Resources before the effective dates of service. The request must be approved by the employee, the employee's home College or administrative Unit and by the Dean or Vice Chancellor, or designee.

In all instances, the approval by the employee's home College or administrative Unit are accepted as assurance that the employee's departmental commitments are unaffected by the additional assignment and that the activity does not constitute a conflict of interest under current state definitions.

# UIC HR Policies and Procedures

NUMBER

326

MANUAL Human Resources	SECTION Compensation	PAGE 5 of 5
SUBJECT Guidelines for Compensation of Services Beyond Full Time (Overcompensation/Administrative Stipend)	EFFECTIVE 11/20/2014	REVISED
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## PROCEDURES

Requests are submitted through the online Overcompensation/Service in Excess form and can be paid out as a one-time lump-sum, on a semester basis or on a per payroll cycle. Each request is to be approved by requesting Unit, the employee and then by both the requesting and home College or administrative Unit approvers before Campus-level approval is granted.

### RESPONSIBILITY

### ACTION

- |   |  |
|---|--|
| 1. Requesting Unit                                    | Completes Overcompensation/Service in Excess Request Form and attaches employee's current job description for routing (for Overcomps \$500 or greater.).                                       |
| 2. Employee   | Reviews/approves request as an agreement to the conditions of the assignment.  |
| 3. Home AND Requesting Unit or Administrative Unit    | Reviews request for accuracy. Representative will either approve or reject.  |
| 4. Home AND Requesting College or Administrative Unit | Dean or Vice Chancellor (or designee) reviews request for accuracy and either approves or rejects. Sends approved form to <a href="mailto:overcomp@uillinois.edu">overcomp@uillinois.edu</a> . |
| 5. UIC Human Resources                                | Campus-level review is required for policy conformity. If approved forwards form to requestor with signature of approval.  |
| 6. Home AND Requesting College or Administrative Unit | Enters HR Front End Transaction (HRFE) and attaches approved Overcompensation/Service in Excess Request Form.  |
| 7. UIC Human Resources Service Center                 | Applies the HRFE transaction.  |