

UIC HR POLICIES AND PROCEDURES

NUMBER
403-01

MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 2
SUBJECT Special Work Assignments for Support Staff	EFFECTIVE 04/01/1997	REVISED 09/03/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To define the terms and conditions under which support staff may perform special work assignments that may be outside of their regular classifications, to establish responsibility and authority of UIC personnel in the compensation of support staff for special work assignments, and to ensure conformance with applicable Federal and State Labor Laws.

SOURCES AND BACKGROUND

Fair Labor Standards Act as Amended in Equal Pay Act of 1963

APPLICABILITY

All department personnel representatives, unit supervisors, and support staff

POLICY

Support staff employees may receive additional compensation for special work assignments with the prior approval of UIC Human Resources-Compensation. These work assignments must be of limited duration and must be performed outside the employee's regular department and regularly scheduled work hours. The assignments need not be within the employee's regular classification. Requests for a special work assignment to be performed by an employee who is on vacation or any category of leave of absence will not be approved.

PROCEDURES

RESPONSIBILITY

1. Department Representative/Unit Head

ACTION

Determines that there is a need for additional, specialized work of limited duration for which an employee in another department is uniquely qualified, completes a Request for Additional Compensation for Special Work Assignment form identifying a current support staff employee to perform scheduled work that does not conflict with the employee's regular schedule, and forwards the form to UIC Human Resources

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2. UIC Human Resources Compensation

Compensation.

Reviews the request for compliance with Special Work Assignment guidelines and contacts Department /Unit Head, if necessary, to resolve questions. If approved, establishes special work assignment position in Banner, and sets out whether payment is to be made as overtime based on employee's work schedule and whether the employee holds non-exempt status according to FLSA guidelines.

3. Payroll Officer

Opens a file on the employee for the special work assignment.

4. Department/Unit Head

Sends Time Report Adjustment form to the Payroll Unit for payment of the employee.