



Office of Human Resources Classification and Compensation SHRA Extra Duty and Interim Assignment Guidance

Extra Duty Pay

Who is Eligible: SHRA Exempt employees.

When Performed: Must be completed **outside of regular working hours**.

Compensation:

- Paid in **installments** for the additional work performed.
- Compensation is reasonable, temporary, and tied to the extra assignment.

Important Conditions:

- Duties must be **substantially different** from the employee's current role.
- General workload increases or extensions of normal duties **do not qualify**.

Example: An SHRA Exempt employee is asked to **teach a course in the evenings**. Teaching is outside their scope of work and hours, so extra duty pay in installments applies.

Interim Pay:

Who is Eligible: SHRA employees (both exempt and non-exempt).

When Performed: Duties are performed **during normal working hours**.

Compensation:

- Added to **base pay** for the duration of the interim assignment.
- Calculated over **12 months** (annualized).
- Payments will be prorated if assignment ends prior to original end date.

Limitations for Non-Exempt Employees:

- Must be added to base pay.
- Compensation should be **reasonable, generally not to exceed 15%** of current salary.
Final review and compensation % will be determined by HR.
- Documentation should generally include **% of time spent** on interim duties and a description of the work.

Important Conditions:

- Interim assignments must involve **filling a distinct role (e.g., acting in a higher-level position, operational assignment need, different classification)**.
- Routine workload increases or covering general staff shortages **do not qualify**.

Example: A non-exempt SHRA employee is temporarily assigned as **Interim Supervisor of their department** for six (6) months. The interim pay is added to their base salary for that period.



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Supervisor Responsibilities & Process:

The **supervisor (or the supervisor overseeing the temporary assignment)** must submit a justification that includes:

- Explanation of business need and why it is critical to departmental operations.
- Description of duties performed
- % of time spent on the additional or interim duties
- Duration of assignment (begin and end dates).
- Funding source (e.g., grant funds, state-funded, auxiliary funds)
- How was compensation determined?
- Explanation on how to resolve with a permanent solution.

Assignments are allowed for up to **12 months**. *Be advised that not all assignments will be approved for 12-month duration.*

Requests require **appropriate approvals** at the departmental and HR levels.

IMPORTANT NOTE: *This information outline is not all inclusive. Supervisors should **consult with the Classification & Compensation Consultant** prior to finalizing any request to ensure proper guidance, compliance, and equity across campus.*

Factor	Extra Duty Pay	Interim Pay
Eligibility	SHRA Exempt ONLY	SHRA Exempt & Non-Exempt
Work Hours	After normal work hours	During normal work hours
Payment Method	One-time payment or Installments	Added to base pay (annualized)
Duties Requirement	Fixed amount tied to project/course, etc..	Must involve distinct role or assignment (not a workload increase)
Supervisor Requirement	Justification, duration, division/department approvals, payment calculation, submitting to Class and Comp for review and approval	Same as Extra Duty