

Allegheny College

ADMINISTRATIVE

Non-Base Pay Adjustment

NOTE: *'Stipends' are specific to Faculty only. 'Adjusted Non-Base Pay' is for non-faculty staff.*
Administrative staff members almost always have 12-month, salaried positions where the expectation is that while the minimum work-week is 40 hours, they will work more than the minimum if the job requires it. Judgment is used regarding this, and there is no "comp time" consideration.

In this model, twelve-month administrative staff members, and "less-than-12-month" administrators during their scheduled working months, do not receive adjusted non-base pay for taking on extra duties related to their jobs because the extra duties would, in consultation with a supervisor, necessarily either replace existing duties or would be duties the staff member would normally assume. When the extra duties represent activities that are clearly beyond the current scope of the job and when the new duties represent work that is normally compensated at a level greater than the salary of the administrator, the preference, on a case by case basis, is to consider building the new duties into the job description and adjusting base pay salary accordingly to reflect expanded responsibility, not pay adjusted pay rates.

If the staff member is performing job duties related and aligned with the scope of their position and department, and within their essential job functions, non-base pay adjustment will not be approved.

In the case where the administrative staff person is asked by another department to perform duties that are unrelated to their job description but for which that person is particularly well-suited, and where, if the staff person is able to perform the duty a person outside the College would be hired to do it, adjusted non-base pay may be available. In this case, the staff person who is asked to perform the special duty must consult with their Direct Supervisor, and information is to be presented to the Director of Human Resources, who will ultimately decide if adjusted non-base pay can be approved. The Cabinet member is responsible for the department paying the adjusted non-base pay and must also formally approve it, in advance.

There are only limited exceptions to this policy. With prior approval, adjusted pay (non-base or base) and or stipends may be awarded in the following limited circumstances:

- Taking on an Interim role or significant project on a short-term basis due to a staff transition.
- A project or duty that would be completed during a time when a staff member is not generally employed by the College, such as a summer position for a project completed by a 9-month employee.
- A project or duty that would not normally be a part of this person's position or connected to the person's duties or department; is not within the person's department; and can only be done outside the person's normal working hours.
- Participation in a program or project (e.g. a group study or teaching circle) that provides grant-funded stipends/pay for participants and which does not replace or reduce the number of hours they would otherwise have spent on their job.

Stipends/Non-based Pay Adjustments are not designed for work that is done during regular working hours or as part of a long-term compensation strategy. Whenever possible, work projects should be distributed to current employees to complete during their regular working hours, with a flexible attitude of working together for the good of the College.

Note: Once completed, please send this form to the Director of Human Resources

EMPLOYEE and PROJECT INFORMATION (To be completed by Supervisor)

Employee Name: _____

Department: _____

Details of the Situation:

Proposed Non-base pay Amount: _____

Account Number(s) to be charged: _____

Supervisor's Signature: _____ Date: _____

For the non-base pay requests, please forward this completed form to the Director of Human Resources. The Director of Human Resources will review the request and advise of the approval, denial or adjustment to the proposed payment amount.

Director of Human Resources: _____ Date: _____

Results of Adjustment to the Non-based pay adjustment:

Note: Once completed, please send this form to the Director of Human Resources