

Augusta University

Policy Library

Employment of Extra Duty Personnel (From Other Departments)

Policy Manager: Human Resources

POLICY STATEMENT

To ensure adequate and appropriate compensation for employees performing work outside their home department at a time of organizational need.

To establish policy and procedures for temporary part-time employment of Augusta University employees (exempt and non-exempt) in a department or division other than their home department.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
- Staff Undergraduate Students Vendors/Contractors Visitors
- Other: This policy applies to all divisions and departments of Augusta University, with the exception of AUHealth leased employees who are governed by the applicable AUHealth policies and procedures. Additionally, this policy does not apply to faculty positions who are covered by the Faculty Extra Duty Compensation policy #8.2.2.

DEFINITIONS

Home Department – For the purposes of this policy, an employee’s home department is inclusive of all positions in the departments/budget units under the control of a single department chairman or division director.

PROCESS & PROCEDURES

- In a workload crisis, permission may be requested to employ classified or non-classified personnel on a temporary basis. **Please note: Under the ACA, if an employee works, on average 30 or more cumulative hours per week, the employee must be offered health coverage. If the extra duty hours worked in the extra duty department cause the employee to exceed 30 hours, the extra duty department will be responsible for the employer’s cost of the employee’s health insurance coverage, if coverage is elected by the employee. For part-time non benefits eligible employees, all hours worked in the extra duty department must be recorded, for both non-exempt and exempt employees.**
- Extra duty employment will be limited to unforeseen and unbudgeted work of limited duration. The home department should not authorize extra duty in excess of twelve months. If additional time is needed, another authorization form must be completed.
- Extra duty compensation is not authorized for work performed in an employee’s home department or division.

- This policy applies only to the extra duty employment of Augusta University employees. The employment of individuals who are not already employed by Augusta University is subject to the provisions of the “Employment Procedures” policy and/or “Employment Categories” policy.
- Compensation of consultants and other individuals performing professional services (who are not classified as Augusta University employees) is subject to the provisions as outlined in the Accounts Payable, Controller’s Division Procedures:
https://my.augusta.edu/finance/controller/accounts_payable/index.php.
- Extra duty employment must be approved by the Charis/Directors (or their representatives) of both the extra duty college/department/division and the home college/department/division of the extra duty employee **before the extra duty work is performed**.
- The rate of pay for extra duty work will normally be the regular rate of pay of the employee performing extra duty, if performing similar work in the extra duty department, or the minimum rate of the extra duty job, as specified in the current edition of the “Augusta University Pay Plan for Classified Position Titles” if the work performed is different from the employee’s regular job in their home department. The rate of compensation for extra duty work must be agreed to by the extra duty employee and an authorized representative of the extra duty college/department/division before the extra duty work is performed.
- In addition to the extra duty rate of pay, extra duty employees may be authorized shift differential and/or weekend premium in accordance with Augusta University “Compensation Policies for Classified Employees”.
- When the total hours worked (extra duty hours plus employee’s home department hours) exceeds 40 in a workweek, the extra duty rate of pay for non-exempt employees will be increased by 50 percent for each hour worked in excess of 40 hours. Neither holiday time, vacation time nor sick time will be counted as “time worked” in determining overtime hours. The overtime rate will not be authorized for exempt employees. All overtime hours will be charged to the extra duty college/department/division, unless more than 40 hours are worked in the home college/department/division, in which case the home college/department/division will be charged for the hours (in excess of 40) that are worked in the home college/department/division.
- Exempt employees will not be authorized an hourly rate of pay. Exempt employees will be authorized a flat assignment rate of pay as determined by the Compensation staff.

Requesting College/Department/Division

- Discuss desire to hire employee in an extra duty capacity with employee and initiate “Authorization for Extra Duty Employment” form. This form and instructions for completing can be found at:
https://www.augusta.edu/hr/university/university_compensation/documents/extraduty2016.pdf
- Once form has been completed and applicable signatures obtained, please forward to your Human Resources Business Partner for approval.
- This form should be sent to Human Resources at least one week prior to the starting date of work being performed so that Human Resources has time to review and approve prior to work being

done by extra duty employee. **NOTE: Work should not be performed until Human Resources has approved request.**

Human Resources, HRBP

- HR staff reviews to determine that rates are within authorized limits and all information is completed. HR returns approved copy of “Authorization for Extra Duty” for to extra duty college/department/division, retains a copy for HR’s records, and forwards approval to Payroll Office.

Requesting College/Department/Division

- Requestor notifies extra duty employee of approval and communicates with employee requested schedule for extra duty work.

Extra Duty Employee

- Complete applicable Extra Duty Time Recording Sheet and submit to payroll on last day of each extra duty pay period. Time sheets and instructions for completing can be accessed through the AU intranet link below:
<https://my.augusta.edu/finance/controller/payroll/>.

Payroll Forms Instructions

- [Non-Exempt Extra Duty Time Sheet](#)
- [Exempt Extra Duty Time Recording Sheet](#)
- [Exempt Extra Pay Time Recording Sheet](#)

Payroll Office

- Payroll staff check Extra Duty Time Recording Sheet to ensure that the rates listed on time recording sheet are the same as those listed on the approved Authorization for Extra Duty form. Once verified, staff computes extra duty gross pay and deductions and processes for payment.

REFERENCES & SUPPORTING DOCUMENTS

Authorization for Extra Duty Employment – used to request that an employee perform duties for a department outside of their home department.

Exempt Extra Duty Time Recording Sheet – used for exempt employees to record extra duty assignments worked and to request payment for approved extra duty work.

Non-Exempt Extra Duty Time Recording Sheet – used for non-exempt (hourly) employees to record hours worked for extra duty and to request payment for approved extra duty work.

RELATED POLICIES

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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 3/3/2022

President, Augusta University

Date: 3/4/2022