

<b>ONEIDA TRIBE OF INDIANS OF WISCONSIN STANDARD OPERATING PROCEDURE</b>	TITLE: Compensation for Additional duties Work Standards and Procedures	SOP NO: DATE: 05/15/09 REVISION DATE: 09-23-09 EFFECTIVE DATE: Upon last signature
<b>DIVISION:</b> Internal	APPROVED BY: Employment Supervisor	DATE:
<b>DEPARTMENT:</b> Human Resources	APPROVED BY: Compensation and Employment Director <i>Marianne J. Close</i>	DATE: 10/08/09
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<b>SOP #180</b>	APPROVED BY: HR T&D <i>Jessica Wallenfanz</i>	DATE: 9/30/09

**1. PURPOSE**

To outline a standard procedure to compensate employees for performing additional duties/responsibilities and monitoring of expiration dates.

**2. DEFINITIONS**

- 2.1 Additional Duties: responsibilities of another position not within an employee's current scope of work.
- 2.2 Area Manager (AM) – The requesting supervisor's supervisor.
- 2.3 Human Resources Department – (HRD).
- 2.4 Human Resources Representative (HRR) – An employee from HRD or those designated by the HR Manager to perform HR functions.
- 2.5 HR Area Manager – responsible for the administration of personnel functions.

**3. WORK STANDARDS**

Additional Duties Compensation

- 3.1 Supervisors may negotiate additional duties compensation for an employee from one (1%) percent up to fifteen (15%) of their current wage or salary with AM approval.
- 3.2 The duties must be from another vacant position within their department or a special project assigned to the employee in addition to their normal duties and responsibilities.
- 3.3 Supervisor may assign two (2) or more employees to additional duties; the total additional duties compensation will not exceed 15% for these two or more employees.
- 3.4 Can not exceed the maximum wage or salary within the current employee's grade.
- 3.5 Shall become effective the Sunday after the HRR notifies the supervisor the final signatures/approvals have been obtained.
  - 3.5.1 Retro-active pay requests for additional duties will not be processed.

Length of time

- 3.6 Will be approved from six (6) weeks to six (6) months.
  - 3.6.1 Can not exceed two (2) years
    - 3.6.1.1 Exception to two (2) years would include those positions which the previous employee, within the vacant position, is in the appeal process.

- 3.7 May be extended up to six (6) month increments with justification and approval up to AM level.
- 3.8 Supervisors are expected to monitor and enforce additional duties compensation expiration dates

#### Background Check

- 3.9 Employee must meet the background security check if additional duties involve working with children/elderly, responsible for cash or budget sign-off, etc.
  - 3.9.1 Additional duties compensation will not be processed if employee does not meet the background check.

#### Expiration of Additional Duties Compensation

- 3.10 Employees must be returned to their previous wage when the additional duties and/or responsibilities expires.
- 3.11 HRR will also monitor and enforce additional duties compensation expiration dates.

#### Extension of Additional Duties Compensation

- 3.12 Supervisor shall submit a memo two (2) weeks prior to the expiration date with the information required in 4.1 below.
- 3.13 HRR will remove the additional duties compensation from the employee's wage or salary on the expiration date if an extension is not received. The removal of the additional duties will be effective the following Sunday after the expiration date.

### **4. PROCEDURES**

#### **Initial Request for Additional Duties**

##### Supervisor

- 4.1 Send memo to their HRR with the following information:
  - 4.1.1 Employee's name, employee number, position title, current wage,
  - 4.1.2 The additional duties/responsibilities the employee will be performing such as:
    - 4.1.2.1 a special project or,
    - 4.1.2.2 duties of a vacant position.
  - 4.1.3 Plan of Action on the vacated position such as posting with a specific timeline or re-organization of department or updating of existing staff's job description to include the additional duties, etc.
  - 4.1.4 Length of time the employee will be performing the additional duties, i.e. number of weeks or months.
  - 4.1.5 Proposed additional duties compensation negotiated increase from 1% to 15%.
  - 4.1.6 AM approval/signature.
- 4.2 Monitor/enforce additional duties compensation expiration date.
- 4.3 May request an extension of additional duties compensation for the employee two (2) weeks prior to the expiration date.

##### HRR

- 4.4 Receives memo from supervisor and verify the employee meets all the requirements, such as background, driving requirements, etc.
  - 4.4.1 Determines if a background security check is needed based upon the additional duties performed by the employee.
    - 4.4.1.1 Notify supervisor the additional duties compensation will not be processed if employee does not meet the background or driver's license requirement.

- 4.5 Enter additional duties increase and expiration date in the payroll system.
- 4.6 Send supervisor a memo or e-mail with a copy to the employee and AM level which will include the following information:
  - 4.6.1 Employee's name and number
  - 4.6.2 Effective date of compensation for additional duties
  - 4.6.3 Effective date the compensation for additional duties will be removed from employee within the payroll system.
  - 4.6.4 Deadline to submit a memo to request an extension for additional duties.
  - 4.6.5 Remove employee's additional duties compensation if an extension is not received the following Sunday after the expiration date.

**For Extension for Additional Duties Compensation**

**Supervisor**

- 4.7 Submit a memo two (2) weeks prior to expiration date with the same required information in 4.1 of these procedures.
- 4.8 Send to HRR

**HRR**

- 4.9 Receives memo with the extension for additional duties compensation from supervisor two (2) weeks prior to expiration date.
- 4.10 Enter the extension in the payroll system.

**5.0 RECORDS**

- 5.1 Infinium Standard Operating Procedures