

 <p><b>ONEIDA NATION STANDARD OPERATING PROCEDURE</b></p>	TITLE: Additional Duties Compensation	ORIGINATION DATE: May 15, 2009 REVISION DATE: November 19, 2021 EFFECTIVE DATE: After last signature
AUTHOR: Human Resources		DATE:
DIVISION: All	APPROVED BY: <i>Comp. &amp; Benefits Director</i>	DATE:
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PAGE NO: 1 of 2	APPROVED BY: <i>Executive HR Director</i>	DATE:

### 1. Purpose

- 1.1. Establish the criteria and the duration that additional duties compensation can be paid to employees.

### 2. Definitions

- 2.1. Additional Duties: an employee assuming some of the responsibilities of another position while continuing to perform the duties of their current position.
- 2.2. Area Manager: the requesting supervisors' supervisor.
- 2.3. Approved Leave of absence: A formally approved leave of employment for justifiable reason as required by policy.
- 2.4. Vacant position: for the purpose of this SOP vacant position is used for any active position that no longer has an employee performing the duties of that position, either due to an employee separation or an employee on an approved leave of absence.

### 3. Work Standards

- 3.1. A supervisor may assign additional duties in situations created by a temporary, unanticipated vacant position.
- 3.2. This would occur only during approved leave or separation. Supervisor would identify critical tasks, how they are distributed among staff and their recommended additional duty compensation.
- 3.3. The additional duties request must originate from the supervisor of the vacant position and the additional duties be assigned to employees that they oversee.
  - 3.3.1. If the employee assuming the additional duties is not in the same department where the additional duties will be performed, the employee will need his/her supervisory approval prior to performing any additional duties.
  - 3.3.2. If the vacancy is from an employee separation the additional duties can only be applied during the vacancy.

- 3.3.2.1. Additional duty compensation will not be approved or continued for a position that is not in the process of being filled.
- 3.3.3. If the vacancy is due to the employee being on approved leave, the additional duties compensation can only be applied during the leave.
  - 3.3.3.1. If the employee should not be able to return from leave and is separated, the additional duties may continue if the position is in the process of being filled.
- 3.4. Supervisor may assign two or more employee's additional duties; the total additional duties compensation cannot exceed 15%.
  - 3.4.1. Additional duties pay may exceed the maximum of the assigned employee's pay grade with Executive HR Director approval (or designee).

#### Licenses and Backgrounds Requirements.

- 3.5. If the additional duties assigned require a security background check, this must be requested and completed before the assumption of those duties,
- 3.6. If a professional license or certification is required to perform the additional duties, all individuals being assigned those duties must possess a valid license or certification.
- 3.7. For additional duties that require driver's clearance, this must be requested and completed before the assumption of those duties.

#### **4. Work Procedure**

- 4.1. Supervisor will fill out send the *Additional Duties Request* form to their Human Resources Representative that outlines the following:
  - 4.1.1. Position that was vacated
  - 4.1.2. Specific duties of that position to be reassigned
  - 4.1.3. Recipients of the additional duties' compensation (name, employee number, %)
  - 4.1.4. Anticipated duration of additional duties.
  - 4.1.5. Employee must acknowledge they are willing to accept the additional duties.
- 4.2. Human Resources Representative (HRR) will receive the form and verify:
  - 4.2.1. The position was vacated in compliance with the definition in this SOP.
  - 4.2.2. Any license and background requirements needed are met.
- 4.3. The HRR will provide email confirmation to the requesting supervisor once completed.
- 4.4. For separations, the supervisor will also submit the Request to Post and the HRR will process.

#### **5. Forms**

- 5.1. Additional Duties Request form.