

 <p>ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	TITLE: Additional Duties Compensation	ORIGINATION DATE: May 15, 2009 REVISION DATE: February 25, 2026 EFFECTIVE DATE: After last signature
AUTHOR: Human Resources		DATE:
DIVISION: All	APPROVED BY: <i>Total Rewards Director</i>	DATE:
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PAGE NO: 1 of 2	APPROVED BY: <i>CEO-Human Resources</i>	DATE:

1. Purpose

- 1.1. Establish the criteria and the duration for additional duties compensation paid to employees.

2. Definitions

- 2.1. Additional Duties: an employee assuming some of the responsibilities of another position or a special project outside of the scope of their current position while continuing to perform the duties of their current position.
- 2.2. Approved Leave of Absence: a formally approved leave from employment for justifiable reason as required by policy.
- 2.3. Area Manager: the requesting supervisor’s supervisor.
- 2.4. HRR: Human Resource Representative. For example, a Generalist.
- 2.5. Special Project: a temporary, non-routine assignment with a defined purpose, timeline, and deliverables, aimed at addressing specific needs or supporting organizational goals.
- 2.6. Vacant Position: for the purpose of this SOP, a vacant position refers to any active position that is assigned a workforce level and no longer has an employee performing its duties.
- 2.7. Workforce Levels: categories that define employees based on their role and employment status, such as full-time, part-time, temporary, seasonal, or contract.

3. Work Standards

- 3.1. A supervisor may assign additional duties in situations created by a vacant position, a leave of absence, or a special project assigned to an employee in addition to their normal duties and responsibilities.
- 3.2. Supervisor will identify critical tasks, distribute tasks among staff, and recommend additional duties compensation for each employee receiving tasks.
- 3.3. An Additional Duties Compensation Request form must originate from the supervisor of the vacant position or the supervisor overseeing the special project.
 - 3.3.1. If the employee assuming the additional duties is not in the same department where the additional duties will be performed, the department with the vacancy or the special project is responsible for funding the additional duties compensation.

- 3.4. If the vacancy is due to an employee being on approved leave, the additional duties compensation can only be applied during the leave.
- 3.5. Additional duties compensation may be paid a maximum of 180 days.
 - 3.5.1. A single extension of no more than 180 days may be granted with the submission of an updated *Additional Duties Compensation Request* form.
 - 3.5.2. Additional duties compensation may exceed the maximum of the assigned employee's pay grade with CEO-Human Resources(or designee) approval.
- 3.6. Supervisor may assign duties to two (2) or more employees; however, additional duties compensation stemming from a single vacancy/leave of absence/special project cannot exceed a combined total of 15% and shall be based on the proportion of duties assigned to each employee.
 - 3.6.1. For example, when two employees cover additional duties for a single reason, Employee A may take on 2/3 of the critical tasks and Employee B may take on 1/3. Employee A may receive up to 10% additional duty pay and Employee B may receive up to 5%, but pay to each shall be proportional to the assigned duties and combined together, cannot exceed 15%.
- 3.7. Additional duties compensation may be assigned for special projects or circumstances that the employee will participate in and that are not created by a vacant position. The situation must be temporary and consist of clearly defined additional tasks, duties, or responsibilities.
- 3.8. Supervisor will need approval from their Area Manager and the CEO-Human Resources (or designee).
- 3.9. The effective date of additional duties compensation will be the Sunday after the CEO-Human Resources (or designee) signature.
 - 3.9.1. Additional duties compensation will not be retroactive.
- 3.10. If the additional duties assigned require a particular background check, the check must be requested and completed before the assumption of those duties.
- 3.11. 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.
- 3.12. For additional duties that require driver clearance, the clearance must be requested and completed before the assumption of those duties.

4. Work Procedure

- 4.1. The supervisor must ensure that any additional duties compensation stays within the amount allocated in their department's personnel budget for the current fiscal year.
- 4.2. Supervisor will complete and send the *Additional Duties Compensation Request* form to their Human Resources Representative that outlines the following:
 - 4.2.1. Position that is vacated, on a leave of absence, or provide a description of the project or circumstance.
 - 4.2.2. Specific duties of that position to be assigned.
 - 4.2.3. Recipient(s) of the additional duties compensation (name, employee number, %)
 - 4.2.4. Specific duration of the additional duties.
 - 4.2.5. Employee must acknowledge they are willing to accept the additional duties.
- 4.3. Supervisor will monitor/enforce the additional duties compensation expiration date.
- 4.4. Supervisor may request an extension of additional duties compensation for the employee two (2) weeks prior to the expiration date.
- 4.5. Human Resources Representative (HRR) will receive the *Additional Duties Compensation Request* form and verify:

- 4.5.1. The position was vacated, or the Special Project follows the definition in this SOP.
- 4.5.2. All license and background requirements are met.
- 4.6. The HRR will enter additional duties increase and expiration date into HCM.
- 4.7. The HRR will provide email confirmation to the requesting supervisor once completed including:
 - 4.7.1. Employee's name and employee number
 - 4.7.2. Effective date of compensation for additional duties
 - 4.7.3. Effective date the compensation for additional duties will be removed from the employee if an extension is not granted.
 - 4.7.4. Deadline to submit a memo to request an extension for additional duties compensation.
- 4.8. Remove the employee's additional duties compensation if an extension is not received the following Sunday after the expiration date.

5. Forms

- 5.1. Additional Duties Compensation Request form.



Additional Duties Compensation Request

Employee Information

Employee Name: _____ Employee #: _____
Current Position: _____ Job Code: _____
Current Wage: _____ Wage Grade: _____
Proposed Percent: _____ Proposed Wage: _____

May assign additional duties to two or more employees; however, the combined compensation for these duties cannot exceed 15% and must be distributed based on the proportion of duties assigned to each employee. An employee may not receive compensation for multiple sets of additional duties.

Additional Duties Situation

Vacant Position

Leave of Absence

Special Project

Vacant Position Details

Vacant Position: _____ Job Code: _____
What are the plans
for the Vacant
Position? _____

Leave of Absence Details

Leave of Absence Position: _____ Job Code: _____
Employee Name on Leave: _____ Employee #: _____

Special Project Details

Project Name: _____ Duration of Project: _____

Justification

Required for all additional duties situations. Please attach additional documentation if needed.

What are the responsibilities the employee is assuming of another position or project outside of the scope of their current position?

What alternatives were considered before requesting the employee to receive additional duties pay?

Approvals

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Area Manager Signature: _____ Date: _____

CEO Human Resources
or Designee Signature: _____ Date: _____



HR Representative Only

Per SOP, the effective date of additional duties compensation will be the Sunday after the CEO-Human Resources (or designee) signature.

Start Date: _____

End Date: _____