

Justification for Additional Compensation When Covering Duties

Effective July 1, 2019

All Additional Compensation transactions utilize the hourly rate from the Band Minimum of the job profile assumed. This reduces impacts of variances between the individual assuming responsibilities and that of the individual or position of work for whom they are covering.

When an employee is covering for duties of another employee on Leave of Absence or vacancy, the manager may submit an Additional Compensation Request, noting the percentage of duties that the employee is covering and the number of hours and weeks for which the coverage is to be provided (calculation example below).

During this time, when thinking through additional compensation, please make every effort to prioritize essential task(s) and function(s) of the specific department.

Eligibility Guidelines

- Available to Non-Bargaining Employees in Bands 10, 11, 12 and 13
- Limited to Exempt employees; if Non-exempt, the employee should record overtime as worked

Additional Compensation Limitations

- Coverage is provided for a limited, but significant duration (6-weeks or more)
- Employees should not be covering or accounting for work covered in negotiated labor contracts
- Additional Compensation will not be eligible for covering duties of any subordinate staff
- Should not exceed more than 10% of an employee's base salary; or 37.5% (15 hours) of the assumed position
- Additional Compensation is not to reflect as a part of an employee's base pay
- An increase in volume of work within an employee's job description does not warrant Additional Compensation; authorized additional compensation should reflect distinctly separate and unrelated job responsibilities apart from the employee's primary job description
- Additional Compensation stays with the employee in the position. Any transaction that results in an employee moving to a different position will cease the additional compensation immediately.
- Additional Compensation is not to exceed one year in duration, or past a fiscal year, without further review. Reassessment of such duties should be completed and submitted prior to June 1 and, if authorized, will begin/continue July 1
- Additional Compensation is subject to Chief Executive Officer approval or Designee (Position Control)
- Additional Compensation should not be used in lieu of performance or merit increases
- Additional Compensation must be submitted to Position Control before duties are assumed. Stipends will not be paid retroactively

All additional compensation is to be paid as an additional allowance plan, paid bi-weekly, with a scheduled End Date.

Additional Compensation may not be used as a substitute for a reclassification (permanent and substantial change in duties) or promotion of a position (to be authorized and applied for), and additional compensation is not intended for agreed-upon stretch assignments to further an employee's development.

Please refer to definitions and considerations towards Reclassification on Pages 4 and 5 if needed.

Submission Process

When submitting additional compensation, the manager must provide:

- Justification (not to be limited to the questions below)

- Is the additional responsibilities due to a vacated position? Will you be filling the position that holds these responsibilities within the year?
- What responsibilities will be assigned to the employee? What duties are additional on top of the employee's responsibilities already within their job description?
- Are the duties crucial to the organization and/or department? What responsibilities? Prioritize essential tasks.
- The percentage of amount of work being assumed (i.e. employee assumes 30% of job duties)
- How many hours a week the employee is assuming these responsibilities
- Number of weeks the responsibilities will be assumed
- Start Date and anticipated End Date (not to exceed one year and July 1)

In the interim and in lieu of submitting through Cognito forms in Position Control, the Manager should submit the above information, with Chief sign off, to the Compensation Department at Compensation@clevelandmetroschools.org. The Compensation Department will confirm any more information needed for justification, as well as, the calculation for the additional duties. Once the manager has seen and agreed upon the additional duties compensation, in alignment with the below, the information will be pushed through the Position Control Committee and the Chief Executive Officer (if applicable).

A confirmation email will be sent upon all approvals or denials with applicable information (paycheck dates, first payment, type of allowance plan, etc.) for the manager to articulate to the employee.

Calculation

1. Hourly Band Minimum Rate of Vacant Position * Percentage of Duties Assumed
2. Total from Line 1 * Hours p/wk Needed to Complete Duties
3. Total from Line 2 * 52 Weeks

Example:

An employees is taking on responsibility due to a vacated position that is not within their job description.

Minimum Band 13: \$49,980.00

Minimum Band 13 Hourly Rate: \$24.03

$\$49,980.00 / 260 \text{ days} / 8 \text{ hours} = \24.03

Scenario: The employee is assuming 25% of the duties for 8 hours a week for 52 weeks.

$\$24.03 * 25\% = \6.01

$\$6.01 * 8 \text{ hours} = \48.08

$\$48.08 * 52 \text{ weeks} = \mathbf{\$2,500.16}$

$\$2,500.16 / 26 \text{ paychecks} = \$96.16 \text{ (paid as a bi-weekly allowance plan)}$