

The Florida State University - Compensation Matrix

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Pay Practice	Definition and/or Application of Practice (usage within the FSU Community)	Same or Different Position #	Competitive (Advertised) or Non-Competitive (Not Advertised)	Requires New Probationary Period for USPS Employee	Guidelines Based Upon University Policies, Procedures and Practices - <i>Please note this information is subject to change</i>	Department Responsibility	HR Duties/Responsibilities
New appointment of USPS or A&P employee	Hiring salary for new employee	N/A	Competitive	Yes	Salary negotiable from minimum through maximum of job classification pay range. Proposed salary within the first quartile does not require HR Salary Analysis, unless required by Division. Proposed salary for selected candidate (internal or external) at the beginning of the 2nd quartile through the end of the 3rd quartile requires the approval of a division's higher level manager. Salary at the beginning of the 4th quartile and above requires the approval of the Vice President or designee. Additional approval requirements and salary determination may vary by Division.	Department advertises position. Employee submits application. Department utilizes screening and interview process. Candidate is selected. Salary shall be recommended by the hiring manager through consultation with the Division Budget Manager following analysis conducted by Human Resources, as required based upon proposed salary. Complete the New Hire Salary/Appt Explanation Form as necessary.	Employment: Ensures department follows advertising and hiring guidelines. Routes qualified candidates, ensuring candidates meet minimum qualifications and requirements of position. Reviews appointment paperwork and approves job offer related transactions. Compensation/Classification: Conducts salary analysis. Employee Data Management: Processes paperwork upon approval.
Promotion	Employee is hired into a different role/classification with increased level of responsibilities.	Different	Competitive	Yes	All salary requests to hire an internal candidate for a position that is in a different job classification than the applicant's current job will be reviewed by Human Resources. Pending the availability of funds, salary increase may be applied to the base rate of pay. Promotional increases must be equitable and consistent with past pay practices. Proposed salary for selected candidate (internal or external) at the beginning of the 2nd quartile through the end of the 3rd quartile requires the approval of a division's higher level manager. Salary at the beginning of the 4th quartile and above requires the approval of the Vice President or designee. Additional approval requirements and salary determination may vary by Division. During times of budget constraints, promotional increases may be approved as less than recommended or requested.	Department advertises position. Employee submits application. Department utilizes screening and interview process. Candidate is selected. Salary shall be recommended by the hiring manager through consultation with the Division Budget Manager following analysis conducted by Human Resources. Complete the New Hire Salary/Appt Explanation Form as necessary.	Employment: Ensures department follows advertising and hiring guidelines. Routes qualified candidates, ensuring candidates meet minimum qualifications and requirements of position. Reviews appointment paperwork and approves job offer related transactions. Compensation/Classification: Reviews and determines qualification for promotion. Provides evaluation of responsibilities. Conducts salary analysis. Employee Data Management: Processes paperwork upon approval.
	Reclassification of employee's position to a different classification having a greater level of responsibility.	Same	Non-Competitive	Yes	All requests to reclassify a position into another job classification will be reviewed by Human Resources. Pending the availability of funds, a salary increase may be applied to the base rate of pay. Promotional increases must be equitable and consistent with past pay practices. Increases equal to or above 10% require VP and President approval and salary analysis conducted by Human Resources. Any employee receiving a second increase in the same fiscal year period requires the approval of the President. Additional approval requirements and salary determination may vary by Division. During times of budget constraints, promotional increases may be approved as less than recommended or requested.	Department submits ePAF+ transaction to reclassify position to a different job classification with updated position description content items. If reclassification is approved at the initial stage by Compensation/Classification, the reclassification will be routed through the approval chain as a promotion. A salary increase may be recommended by the department through consultation with the Division Budget Manager following analysis conducted by Human Resources. If salary increase is requested and is equal to or above 10% of current base salary, approval from the VP and President is required. If reclassification changes salary plan (USPS to A&P or A&P to USPS) consult Employee & Labor Relations.	Compensation/Classification: Reviews and determines appropriate classification. Provides evaluation of responsibilities. Conducts salary analysis. Processes ePAF+ upon approval. Employment: Ensures employee is certified for the minimum qualifications of the classification. Employee & Labor Relations: Advises department and Compensation/Classification of appropriate paperwork if necessary (Voluntary Reclassification Letter for changes from USPS to A&P; A&P Employment Contract; etc.).
Lateral	Employee is hired into a new position with the same job classification OR a different job classification with a similar level of responsibility.	Different	Competitive (for non-competitive see Increases to Base Salary section of Matrix)	Yes OR No Department should consult with Employee & Labor Relations - If employee has not served a probationary period within the new classification, they will be considered probationary.	All salary requests to hire an internal candidate for a position that is in the same job classification or a different job classification with a similar level of responsibility as the applicant's current job will be reviewed by Human Resources. If the new job does not require an increased level of responsibilities as documented in the position description or the candidate does not possess unique or critical knowledge, skills, and abilities relevant to the position, the hire will result in a lateral and there should be no expectation of additional pay. If the hire will place the individual above the median for the new job code, even if no increase in salary is being requested, the department must complete the New Hire Salary/Appt Explanation Form.	Department advertises position. Employee submits application. Department utilizes screening and interview process. Candidate is selected. If a change in salary is requested, Department consults with Division Budget Manager regarding availability of funds AND Compensation/Classification to verify incumbent is eligible for applicable pay changes. Complete the New Hire Salary/Appt Explanation Form as necessary.	Employment: Ensures department follows advertising and hiring guidelines. Routes qualified candidates, ensuring candidates meet minimum qualifications and requirements of position. Reviews appointment paperwork and approves job offer related transactions. Compensation/Classification: Reviews and determines qualification for lateral. Provides evaluation of responsibilities. Conducts salary analysis as needed. Employee Data Management: Processes paperwork upon approval.

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Reassignment	Employee is moved, either within a department or to a new department, to a different position in the same classification or a different classification having the same level of responsibility and the same pay band.	Same or Different	Non-Competitive	No	Movement of an employee may be within the same or different department. Movement of the employee must be to a position within the same classification or a different classification having the same level of responsibility within the same pay band.	Department consults with Employee & Labor Relations regarding reassignment and once approved, submits pPAF to Employee Data Management to reassign employee. Contact Employment to ensure any background check requirements are fulfilled.	Employment: Ensures any background check requirements are fulfilled if necessary. Employee & Labor Relations: Ensures department notifies employee of reassignment as appropriate per collective bargaining agreements and other terms and conditions of employment if necessary. Employee Data Management: Processes paperwork upon approval.
Involuntary Demotion	For disciplinary or performance related situations. Employee is moved to a position with a different job classification in the <u>same pay band with a decreased level of responsibilities</u> OR employee's current position is reclassified to a job classification in the <u>same pay band with a decreased level of responsibilities</u> .	Same or Different	Non-Competitive	Consultation REQUIRED	Requires consultation with AND approval by Employee & Labor Relations. May result in salary change. If salary changes, it must be equitable and consistent with past pay practices and should be within the minimum and maximum of the new job classification's pay range. Requires consultation with Compensation/Classification to review internal salary equity and verify change in level of responsibilities. VP approval required if results in salary greater than midpoint of new job classification pay range.	Consult with Employee & Labor Relations. If employee is moved to a new position, Department consults with Employment and submits applicable appointment paperwork. If employee's current position is reclassified, Department submits ePAF+ transaction to reclassify position to a job classification in the same pay band with updated position description content items that reflect a decreased level of responsibilities. If reclassification is approved at the initial stage by Compensation/Classification, the reclassification will be routed through the approval chain as a demotion. In order to change salary for the reclassification, enter new salary and reason for change as "Reduction in Salary" in ePAF+.	Employee & Labor Relations: Works with department on disciplinary options and notification requirements. Employment: Works with department on appointment process. If reclassification is needed, Employment may need to certify incumbent for position eligibility. Compensation/Classification: If position reclassification is needed, provides evaluation of responsibilities and determines appropriate classification. Conducts salary analysis. Processes ePAF+ upon approval.
	For disciplinary or performance related situations. Employee is moved to a position with a different job classification in a <u>lower pay band with a decreased level of responsibilities</u> OR employee's current position is reclassified to a job classification in the <u>lower pay band with a decreased level of responsibilities</u> .	Same or Different	Non-Competitive	Consultation REQUIRED	Requires consultation with AND approval by Employee & Labor Relations. May result in salary change. If salary changes, it must be equitable and consistent with past pay practices and is determined from the minimum of the lower job classification's pay range up to the employee's current salary. Requires consultation with Compensation/Classification to review internal salary equity and verify change in level of responsibilities. VP approval required if results in salary greater than midpoint of new job classification pay range.	Consult with Employee & Labor Relations. If employee is moved to a new position, Department consults with Employment and submits appointment paperwork. If employee's current position is reclassified, Department submits ePAF+ transaction to reclassify position to a job classification in a lower pay band with updated position description content items that reflect a decreased level of responsibilities. If reclassification is approved at the initial stage by Compensation/Classification, the reclassification will be routed through the approval chain as a demotion. In order to change salary for the reclassification, enter new salary and reason for change as "Reduction in Salary" in ePAF+.	Employee & Labor Relations: Works with department on disciplinary options and notification requirements. Employment: Works with department on appointment process. If reclassification is needed, Employment may need to certify incumbent for position eligibility. Compensation/Classification: If position reclassification is needed, provides evaluation of responsibilities and determines appropriate classification. Conducts salary analysis. Processes ePAF+ upon approval.

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Voluntary Demotion	Employee voluntarily moves to a position with a different job classification in the <u>same pay band with a decreased level of responsibilities</u> OR employee's current position is reclassified to a job classification in the <u>same pay band with a decreased level of responsibilities</u> .	Same or Different	Competitive OR Non Competitive	Consultation REQUIRED	Requires consultation with Employee & Labor Relations. May result in salary change. If job classification did not change to a lower pay band, salary should be within the minimum and maximum of the new job classification's pay range except when approved by an appropriate VP. If salary changes, it must be equitable and consistent with past pay practices. Requires consultation with Compensation/Classification to review internal salary equity and verify change in level of responsibilities. Approval from appropriate VP required for salary changes.	Consult with Employee & Labor Relations. If employee is moved to a new position, Department consults with Employment and submits applicable appointment paperwork. Department may advertise position. If advertised, employee submits application. Department utilizes screening and interview process. Candidate is selected. Department follows University employment guidelines to hire. Completes and submits Voluntary Demotion Form to Employee & Labor Relations. If employee's current position is reclassified, Department submits ePAF+ transaction to reclassify position to a job classification in the same pay band with updated position description content items that reflect a decreased level of responsibilities. If reclassification is approved at the initial stage by Compensation/Classification, the reclassification will be routed through the approval chain as a demotion. In order to change salary for the reclassification, enter new salary and reason for change as "Reduction in Salary" in ePAF+.	Employment: If advertised, ensures department follows advertising and hiring guidelines. Routes qualified candidates, ensuring candidates meet minimum qualifications and requirements of position. Reviews appointment paperwork and approves job offer related transactions. If not advertised, ensures any background check requirements are fulfilled. Compensation/Classification: If reclassified, provides evaluation of responsibilities and determines appropriate classification. Conducts salary analysis. Employee & Labor Relations: Works with department and employee to provide appropriate notification. Ensures appropriate paperwork is completed. Employee Data Management: If advertised and upon approval from Employee & Labor Relations, processes appointment paperwork.
	Employee voluntarily moves to a position with a different job classification in a <u>lower pay band with a similar or decreased level of responsibilities</u> OR employee's current position is reclassified to a job classification in a <u>lower pay band with a similar or decreased level of responsibilities</u> .	Same or Different	Competitive OR Non Competitive	Consultation REQUIRED	Requires consultation with Employee & Labor Relations. May result in salary change. If job classification changed to a lower pay band, salary should be within the minimum and maximum of the new job classification's pay range except when approved by an appropriate VP. If salary changes, it must be equitable and consistent with past pay practices. Requires consultation with Compensation/Classification to review internal salary equity and verify change in level of responsibilities. Approval from appropriate VP required for salary changes.	Consult with Employee & Labor Relations. If employee is moved to a new position, Department consults with Employment and submits applicable appointment paperwork. Department may advertise position. If advertised, employee submits application. Department utilizes screening and interview process. Candidate is selected. Department follows University employment guidelines to hire. Completes and submits Voluntary Demotion Form to Employee & Labor Relations. If employee's current position is reclassified, Department submits ePAF+ transaction to reclassify position to a job classification in the same pay band with updated position description content items that reflect a similar or decreased level of responsibilities. If reclassification is approved at the initial stage by Compensation/Classification, the reclassification will be routed through the approval chain as a demotion. In order to change salary for the reclassification, enter new salary and reason for change as "Reduction in Salary" in ePAF+.	Employment: If advertised, ensures department follows advertising and hiring guidelines. Routes qualified candidates, ensuring candidates meet minimum qualifications and requirements of position. Reviews appointment paperwork and approves job offer related transactions. If not advertised, ensures any background check requirements are fulfilled. Compensation/Classification: If reclassified, provides evaluation of responsibilities and determines appropriate classification. Conducts salary analysis. Employee & Labor Relations: Works with department and employee to provide appropriate notification. Ensures appropriate paperwork is completed. Employee Data Management: If advertised and upon approval from Employee & Labor Relations, processes appointment paperwork.

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INCREASES TO BASE SALARY							
Counter Offer	Applied to salary of an employee to compete with <u>external</u> job offer.	Same	Non-Competitive	No	Applied in the form of an increase to base salary. Increase may be given up to the <u>external</u> offer but should not exceed the maximum of the job classification pay range. <u>External</u> offer letter required with salary adjustment request. Salary determination may vary by Division. Approval from appropriate VP required.	Department submits ePAF+ transaction with pay change, selects "Counter Offer" as reason and provides comments. Department provides counter offer letter and/or memo for verification to Compensation/Classification. Consult Division Budget Manager for availability of funds.	Compensation/Classification: Reviews request to ensure appropriate documentation is included and verifies external offer. Processes ePAF+ upon approval.
Merit Pay	Rewards employees for sustained superior performance as measured by pre-established goals.	Same	Non-Competitive	No	Awarded in the form of an increase to base salary as approved by the department and Compensation/Classification. The increase in salary must be equitable and consistent with past pay practices. Employees receiving this pay should have an above performance standards (USPS) or above satisfactory (A&P) rating or better on their previous year's performance appraisal and have completed any required probationary period. Justification must accompany salary increase request. Approval requirements and salary determination may vary by Division. During times of budget constraints, pay changes and/or additives may be approved as less than recommended or requested.	Department submits ePAF+ transaction with pay change, selects "Merit Pay" as reason and provides comments. Department provides justification memo for verification to Compensation/Classification. Additional information may be required. Consult Division Budget Manager for availability of funds.	Compensation/Classification: Evaluates request and reviews to ensure appropriate documentation has been submitted and that request qualifies for Merit Pay. Processes ePAF+ upon approval.
Development Pay	Rewards employees for achieving meaningful growth milestones such as competency development from related education, advanced training or degrees related to their position's current job responsibilities.	Same	Non-Competitive	No	Awarded in the form of an increase to base salary as approved by the department and Compensation/Classification. The increase in salary must be equitable and consistent with past pay practices. Consult with Compensation/Classification regarding approved verification documentation. Justification must accompany salary increase request. Approval requirements and salary determination may vary by Division. During times of budget constraints, pay changes and/or additives may be approved as less than recommended or requested.	Department submits ePAF+ transaction with pay change, selects "Development Pay" as reason and provides comments. Department provides justification memo for verification to Compensation/Classification. Additional information may be required. Consult Division Budget Manager for availability of funds.	Compensation/Classification: Evaluates request and reviews to ensure appropriate documentation has been submitted and that request qualifies for Development Pay. Processes ePAF+ upon approval.
Increased Responsibilities	Recognizes employees for the <u>permanent</u> assignment of increased level of responsibilities that fall within the scope of their position's current job classification OR <u>reclassification</u> of a position to a different job classification with an increased level of responsibilities.	Same	Non-Competitive	No	Awarded in the form of an increase to base salary as approved by the department and Compensation/Classification. The increase in salary must be equitable and consistent with past pay practices. Justification must accompany salary increase request. Approval requirements and salary determination may vary by Division. During times of budget constraints, pay changes and/or additives may be approved as less than recommended or requested.	Department submits ePAF+ transaction with updates to position description content items and pay change, selects "Increased Responsibilities" as pay change reason and provides comments. Additional information may be required. Consult Division Budget Manager for availability of funds.	Compensation/Classification: Evaluates request to ensure appropriate documentation is included and that the increase in responsibilities fall within scope of position's current or proposed job classification. Processes ePAF+ upon approval.
Market Adjustment	Salary adjustment to address market conditions <u>outside</u> of the University.	Same	Non-Competitive	No	Awarded in the form of an increase to base salary as approved by the department and Compensation/Classification. Information on market conditions should originate from Compensation/Classification. Market information and source(s) must be submitted with salary adjustment request. Approval requirements and salary determination may vary by Division.	Department consults with Compensation/Classification prior to submitting ePAF+ transaction. Based on recommendations, Department submits ePAF+ transaction, selects "Market Adjustment" as reason and provides comments. Additional information may be required. Consult Division Budget Manager for availability of funds.	Compensation/Classification: Reviews request to ensure appropriate documentation has been submitted and provides data to assist department in justification. Processes ePAF+ upon approval.
Pay Equity	Salary adjustment to address compression issues <u>within</u> the University.	Same	Non-Competitive	No	Awarded in the form of an increase to base salary as approved by the department and Compensation/Classification. Information on internal equity should originate from Compensation/Classification. Internal equity information and source(s) must be submitted with salary adjustment request. Approval requirements and salary determination may vary by Division.	Department consults with Compensation/Classification prior to submitting ePAF+ transaction. Based on recommendations, Department submits ePAF+ transaction, selects "Pay Equity" as reason and provides comments. Additional information may be required. Consult Division Budget Manager for availability of funds.	Compensation/Classification: Reviews request to ensure appropriate documentation has been submitted and provides data to assist department in justification. Processes ePAF+ upon approval.

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ADDITIONAL PAY / ONE-TIME PAY							
Performance Bonus	Monetary bonus to recognize and reward employee for significant performance or a contribution to a special project over a limited time period based on pre-established goals.	Same	Non-Competitive	No	Awarded as a lump sum payment based on predefined criteria as approved by the Department and Compensation/Classification. The payment must be equitable and consistent with past pay practices. Justification must accompany the performance bonus request. Approval requirements and salary determination may vary by Division. During times of budget constraints, pay changes and/or additives may be approved as less than recommended or requested.	Department submits justification memo and Additional Pay Form to Compensation/Classification. Consult with Compensation/Classification before submitting.	Compensation/Classification: Evaluates request and reviews to ensure appropriate documentation has been submitted and that request qualifies for a Performance Bonus and processes paperwork.
Certification / Licensure	Pay that rewards an employee for receiving certification, recertification or licensure as related to the employee's current job classification.	Same	Non-Competitive	No	Awarded as a lump sum payment on a schedule based on predefined criteria as approved by the department and Compensation/Classification. The payment must be equitable and consistent with past pay practices. Assignment of certification/licensure pay may be up to one year. Consult with Compensation/Classification regarding approved verification documentation. Justification must be provided. Approval requirements and salary determination may vary by Division. During times of budget constraints, pay changes and/or additives may be approved as less than recommended or requested.	Department submits appropriate verification documentation to Compensation/Classification. Once qualified, Department submits an Additional Pay Form with justification in attached memo.	Compensation/Classification: Evaluates request and reviews to ensure appropriate documentation has been submitted and that request qualifies for Certification/Licensure Pay and processes paperwork.
Temporary Duties	Pay that recognizes the temporary assignment of responsibilities that fall within or outside the scope of an employee's current job classification.	Same	Non-Competitive	No	Awarded as a lump sum payment on a schedule based on predefined criteria as approved by the Department and Compensation/Classification. The payment must be equitable and consistent with past pay practices. Temporary assignment of duties and temporary duties pay may be up to one year. Justification must accompany the temporary duties request. Approval requirements and salary determination may vary by Division. During times of budget constraints, pay changes and/or additives may be approved as less than recommended or requested.	Department submits request to Compensation/Classification for verification of responsibilities. If verified, Department submits an Additional Pay Form with justification in attached memo. Additional information may be required.	Compensation/Classification: Evaluates request and reviews to ensure temporarily assigned responsibilities are of an increased level that fall outside the scope of employee's current job classification and that appropriate documentation has been submitted and processes paperwork.
Intermittent Shift Differential	Payment that may be applied to an employee whose position is intermittently assigned to work majority of hours outside of day shift (6 AM to 6 PM). <i>See University Policy & Procedures.</i>	Same	Non-Competitive	No	Awarded in the form of additional pay as approved by the department and Compensation/Classification. Intermittent shift pay differential is in increments of 5%, 10% or 15% (health professionals). Employee's position must be eligible to receive shift pay differential for an employee to receive the pay.	Department verifies employee's position is eligible to receive shift differential. If eligibility is not noted on position description, Department submits ePAF+ transaction to add shift pay eligibility on the position. Once position description is noted as eligible, Department submits Workgroup Change form to Employee Data Management to change employee's workgroup to allow time reporting for shift pay.	Compensation/Classification: Works with Department to review eligibility of position to receive shift differential. Employee Data Management: Verifies employee's position is eligible to receive shift differential and processes paperwork.

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PAY ADDITIVES							
Regular Shift Differential	Payment that may be applied to an employee whose position is <u>regularly</u> assigned to work majority of hours outside of day shift (6 AM to 6 PM). <i>See University Policy & Procedures.</i>	Same	Non-Competitive	No	Awarded in the form of additional pay as approved by the department and Compensation/Classification. Generally, regular shift pay differential is in increments of 5% for the evening shift (6 PM to 12 AM) and 10% for the night shift (12 AM to 6 AM). Employee's position must be eligible to receive shift pay differential for an employee to receive the pay.	Department verifies employee's position is eligible to receive shift differential. If eligibility is not noted on position description, Department submits ePAF+ transaction to add shift pay eligibility on the position. Once position description is noted as eligible, Department submits Additional Pay Form to Compensation/Classification to add the shift differential.	Compensation/Classification: Works with Department to review eligibility of position to receive shift differential. Verifies employee's position is eligible to receive shift differential and processes paperwork.
On Call Pay	Payment that may be applied to an employee whose position is assigned to work on-call and must be available to work during normally off-duty hours. <i>See University Policy & Procedures.</i>	Same	Non-Competitive	No	Awarded as a lump sum payment on a schedule based on predefined criteria as approved by the Department and Compensation/Classification. An employee who is required to be on-call during weekdays (Monday - Friday) shall be compensated by payment of one \$1.00 for each hour such employee is required to be on-call. An employee who is required to be on-call on a Saturday, Sunday or a University holiday will be compensated by payment equal to one-fourth (1/4) of the employee's base rate of pay for each hour employee is required to be available. The employee's position must be eligible to receive on-call pay for payment to be given.	Department verifies employee's position is eligible to receive on-call pay. If position is noted as ineligible, Department submits ePAF+ transaction to add on call pay eligibility on the position. Once position is eligible, Department submits Workgroup Change form to Employee Data Management to change employee's workgroup to allow time reporting for on-call pay.	Compensation/Classification: Works with Department to review eligibility of position to receive on-call pay. Employee Data Management: Verifies employee's position is eligible to receive on-call pay and processes paperwork.
Asbestos/ Lead Abatement Pay	Applied to the salary of an employee whose position is assigned asbestos/lead abatement duties. <i>See University Policy & Procedures.</i>	Same	Non-Competitive	No	Awarded as a lump sum payment on a schedule based on predefined criteria as approved by the Department and Compensation/Classification. An employee who performs asbestos/lead abatement duties during weekdays (Monday - Friday) shall be compensated by payment of \$3.00 for each hour the duties are performed. An employee who performs asbestos/lead abatement duties on a Saturday, Sunday or a University holiday shall be compensated by payment of \$4.50 for each hour the duties are performed. The employee's position must be eligible to receive asbestos/lead abatement pay for payment to be given. Abatement activity, certification and training must be documented on the employee's position description.	Department verifies employee's position description documents asbestos/lead abatement duties and eligibility to receive asbestos/lead abatement pay. If position is noted as ineligible, Department submits ePAF+ transaction to add asbestos/lead abatement pay eligibility on the position. Department consults with the leader of the Asbestos/Lead Abatement Team in Facilities for applicable training of employee. Once position is eligible and upon completion of training, Department submits training completion confirmation to Environmental Health & Safety AND training completion confirmation in addition to a Workgroup Change form to Employee Data Management to change employee's workgroup to allow time reporting for asbestos/lead abatement pay.	Compensation/Classification: Works with Department to review eligibility of position to receive asbestos/lead abatement pay and verifies position description documents asbestos/lead abatement duties. Works with Department to update position description as necessary. Employee Data Management: Verifies employee's position is eligible to receive asbestos/lead abatement pay, reviews employee's training completion confirmation and processes paperwork. Files training completion confirmation in personnel file.
Biohazard Pay	May be applied to the salary of an employee whose position may be responsible for Biohazard Clean-Up duties. Employee must volunteer to perform duties. <i>See University Policy & Procedures.</i>	Same	Non-Competitive	No	Awarded as a lump sum payment on a schedule based on predefined criteria as approved by the Department and Compensation/Classification. An employee who performs biohazard duties during weekdays (Monday - Friday) shall be compensated by payment of \$3.00 for each hour the duties are performed. An employee who performs biohazard duties on a Saturday, Sunday or a University holiday shall be compensated by payment of \$4.50 for each hour the duties are performed. The employee's position must be eligible to receive biohazard pay for payment to be given. Eligibility is for USPS or OPS hourly employees and requires OSHA training, Tetanus and Hepatitis A vaccine series.	Department verifies employee's position is eligible to receive biohazard pay. If position is noted as ineligible, Department submits ePAF+ transaction to add biohazard pay eligibility on the position. Department consults with Environmental Health & Safety for training purposes. Once position is eligible and upon completion of training and vaccination series, Department submits training completion confirmation and Workgroup Change form to Employee Data Management to change employee's workgroup to allow time reporting for biohazard pay.	Compensation/Classification: Works with Department to review eligibility of position to receive biohazard pay. Evaluates request to ensure appropriate documentation is included. Employee Data Management: Verifies employee's position is eligible to receive biohazard pay, reviews employee's training completion confirmation and processes paperwork. Files training completion confirmation in personnel file.