



HUMAN RESOURCES POLICY

SUBJECT:	Compensation	TITLE:	Out of Title Work (non-faculty staff only)		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Human Resources		Responsible Office:	Compensation Services	
CODING:	30-01-30-50:00	ADOPTED:	07/01/90	AMENDED:	2/09/2010
			LAST REVIEWED: 2/09/2010		

I. PURPOSE

To set policy for the administration of Out-of-Title work and its related compensation.

II. ACCOUNTABILITY

The Vice President for Human Resources shall ensure compliance with this policy. The schools and units in consultation with the Director of Compensation & Benefits Services shall implement this policy.

III. APPLICABILITY

This policy applies to staff employees only (non-faculty).

IV. POLICY

1. Out of Title work is the performance of duties or the **provision of special services** by a staff employee, usually for an area other than his/her assigned department, unrelated to the normal duties of his/her regular position title.
2. Additional compensation is paid to a staff employee beyond his/her regular rate of pay or annual salary when out of title work is performed.
3. Human Resources Compensation Services assigns the appropriate rate of this additional pay after completing a review of the work to be performed.
4. Out of title work is not: (1) extra work due to a heavy workload, (2) related work performed in the same unit at the same level pay classification as the staff employee is in now, or (3) work performed at the same level, in the same department and charged to a different account.
5. Staff employees may engage in such special services provided that:
 - The out of title work does not diminish the staff employee's efficiency in performing his/her primary work obligation.
 - The out of title work is not performed during the staff employee's normal workday.

- The out of title work is approved by the Human Resources, Compensation Services Office prior to the work being performed.

6. Other considerations regarding out of title work:

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- Out of title requests for staff employees holding visas must be reviewed by the University's Registrar's Office to ensure that the visa status of the staff employee permits work beyond the primary position held at the University.
- For **exempt staff employees**, dual rates of pay may apply based on the customary rate of pay for the work being performed.
- For **non-exempt staff employees** whose out of title work will cause them to work in excess of 40 hours per week, at a minimum, time and one-half (1.5x) must be paid based on the hourly rate of such employee's regular position. Approval for using a non-exempt staff employee for an extended assignment may be denied as it may be more cost effective to hire a temporary staff employee.

V. PROCEDURES

Responsible Party	Task
Manager/Supervisor	1. Collaborates with Human Resources Compensation Services regarding need for Out of Title work.
	2. Completes Request for Out of Title/Approval for staff, online at http://www.umdnj.edu/hrweb/forms/index.htm
	3. Secures approvals and processes form pursuant to form instructions.
	4. Ensures payment for out of title work is made to employee by completing and processing "Out of Title/Payroll Request for Check Form (staff) found online at http://www.umdnj.edu/hrweb/forms/index.htm
Human Resources Compensation Services	1. Collaborates with managers/supervisors for Out of Title process, ensuring policy provisions are adhered to.
	2. Reviews the Request for Out of Title and provides rate of pay, duration of assignment, exempt/non-exempt status. Approves/denies request.
	3. Upon Compensation approval, distributes form to Payroll, originating department and Budget.
Payroll Department	1. Processes Out of Title Request for Check form(s).

By Direction of the President:

Vice President for Human Resources