

Out of Title Work (non-faculty staff only)

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Out of Title Work is the performance of duties or the provision of special services by a staff employee, unrelated to the normal duties of his/her regular position title. It is not extra work due to a heavy workload, related work performed in the same unit at the same level pay classification as the staff employee is in now, or work performed at the same level, in the same department and charged to a different account. 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.

Staff employees may engage in such special services provided that:

- The out of title work is approved by the Corporate Human Resources, Compensation Office prior to the work being performed.
- The out of title work does not diminish the staff employee's efficiency in performing his/her primary work obligation, and the employee's current department head must provide approval for the employee to work out of title in another department.
- The out of title work is not performed during the staff employee's normal workday.
- The Corporate Human Resources, Compensation Office will review the out of title work to be performed and assign the appropriate rate of pay for this work.

Other considerations regarding out of title work:

1. 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.
2. 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, as a minimum, time and one-half (1.5x) must be paid based on the hourly rate of a staff 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.
3. Out of title requests for part-time staff employees must be reviewed by the Benefits Department in instances when a staff employee will become benefits eligible with hours worked in his/her regular position in conjunction with the out of title hours worked.