



<p align="center"><b>Policy Title</b> Compensation Payment Requests for Management &amp; Support Staff</p>	<p align="center"><b>Original Adoption Date</b> 7/1/1994</p>	<p align="center"><b>Policy Number</b> HR-664</p>
<p align="center"><b>Responsible College Division/Department</b> Human Resources</p>	<p align="center"><b>Responsible College Manager Title</b> Executive Director of Human Resources</p>	
<p align="center"><b>Policy Statement</b></p> <p>Staff may be compensated on a temporary basis under the following circumstances:</p> <ul style="list-style-type: none"> <li>A. Work environment situations when an employee is expected to provide regular assistance during a coworker's extended leave of absence (one month or more); or</li> <li>B. Absorb and perform the work of a coworker who terminated or while conducting recruitment/replacement activities (that take one month or more); or</li> <li>C. Temporary assignment (minimum one month); or</li> <li>D. Acts of nature resulting in additional work duties or hours.</li> </ul>		
<p align="center"><b>Reason for Policy</b></p> <p>This policy is established to ensure consistency and continuity with criteria used for work performed outside of their regular assigned duties or hours.</p>		
<p align="center"><b>Historical Data, Cross References and Legal Review</b></p> <p>Created/Adopted: 07/01/1994 Reviewed/Revised: 07/01/2014; 04/03/2019</p> <p><b>Legal Counsel Review and Approval:</b> <b>Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</b></p>		
<p align="center"><b>Definitions</b></p>		

See: [Life Long Learning Recognition Management and Support Staff Policy](#),  
[Guidelines for Compensation Payment Requests Management & Support Staff Procedure](#)