



Policy Title Guidelines for Compensation Payment Requests Management & Support Staff	Original Adoption Date 7/1/1994	Policy Number HR-657
Responsible College Division/Department Human Resources	Responsible College Manager Title Director of Human Resources	
Policy Statement		
<p>The Compensation Request may be applicable to:</p> <ul style="list-style-type: none">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); orB. Absorb and perform the work of a coworker who terminated or while conducting recruitment/replacement activities (that take one month or more); orC. Temporary assignment (minimum one month); orD. Acts of natureE. Certain educational achievements		
Reason for Policy		
The guidelines are established to ensure consistency and continuity with criteria used for compensating employees during a coworker's extended leave or termination.		
Historical Data, Cross References and Legal Review		
Created/Adopted: 07/01/1994 Reviewed/Revised: 07/01/2014		
Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits		
Definitions		