



<p align="center">Policy Title Compensation Payment Requests for Management & Support Staff</p>	<p align="center">Original Adoption Date 7/1/1994</p>	<p align="center">Policy Number HR-664</p>
<p align="center">Responsible College Division/Department Human Resources</p>	<p align="center">Responsible College Manager Title Vice President of Administration</p>	
<p align="center">Policy Statement</p> <p>Staff may be compensated on a temporary basis under the following circumstances:</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); or B. Absorb and perform the work of a coworker who terminated or while conducting recruitment/replacement activities (that take one month or more); or C. Temporary assignment (minimum one month); or D. Acts of nature resulting in additional work duties or hours. 		
<p align="center">Reason for Policy</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">Historical Data, Cross References and Legal Review</p> <p>Created/Adopted: 07/01/1994 Reviewed/Revised: 07/01/2014; 04/03/2019</p> <p>Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</p>		
<p align="center">Definitions</p>		

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