

Interim Coverage Payment Guidelines

COVID-19 Update, May 2020



I. Overview

The purpose this document is to provide guidance and consistency for interim coverage payment for non-union and union employees during the current financial situation caused by the COVID-19 pandemic. Per the Critical Position Review guidelines, local bonuses, including project bonuses and spot bonuses, are on hold until further notice. All add pay actions related to additional work (including, but not limited to, interim coverage pay) should be discussed and approved by the local administrative dean.

Sometimes staff members are called upon to provide coverage for additional work over a sustained period of time. This may happen when they are asked to provide interim coverage for departed colleagues, colleagues on a lengthy leave of absence, or for staffing transitions.

For exempt staff: The “Interim Coverage Payment” (ICP) earnings code is used to compensate staff who are doing significant, additional work performed over a sustained period of time (usually three months or longer). The code provides consistent tracking of these earnings across the University. “Interim Coverage Payment” (ICP) is to be used for EXEMPT roles only. The code may be used for EITHER payment on a regular basis or a lump sum payment at the end of an interim coverage period.

For non-exempt staff: Based on federal and state labor laws and the HUCTW contract, the correct way to compensate overtime-eligible staff taking on interim assignments is to **change the base rate of pay** during such time as the employee is providing coverage. All additional work assignments should be documented *before* the staff member begins such coverage, as outlined in the HUCTW contract. This ensures that any overtime calculations are handled appropriately. Typically, the change to base rate of pay is up to 5%, depending on circumstances.

Please contact your HR Consultant if you are considering additional compensation for interim, additional work assignments.

- Managers should request approval from their administrative dean prior to awarding an Interim Coverage payment.
- Interim Coverage payments should be used for EXEMPT roles only and should reflect the type and duration of the interim coverage provided by the employee and the employee’s salary. Amounts should be determined by the employee’s manager, in consultation with his or her HR Consultant.

Grade	Recommended Payment Ranges
55	\$800 - \$2,250
56	\$900 - \$2,500
57	\$1,000 - \$2,750



58	\$1,100 - \$3,000
59	\$1,200 - \$3,250
60	\$1,300 - \$3,500
61	\$1,400 - \$3,750

- Because of the considerable additional costs, departments should not gross up interim coverage payments.
- **Use earnings code ICP (Interim Coverage Payment)**
- Interim coverage payments are typically paid from departmental vacancy savings.
- Costing for interim coverage payments are typically the employee's default costing

II. Examples of Interim Coverage Payments

- o A staff member took on critical additional work when a team member went on an unexpected medical leave for seven months. The work was done very well and required a substantial amount of extra effort and time in the office.
- o While a colleague was out on maternity leave, an employee took accountability for coverage and launched a new program that required considerable effort and leadership. The way in which the additional work was completed and the new program was launched exceeded expectations.

III. Frequently Asked Questions

Q: While a staff member has been on short-term disability, another staff member took over additional work. STD leave has extended three months and might extend longer. Can I recognize the staff member doing the additional work? How should I do this?

A: The proper way to compensate HUCTW over-time eligible staff taking on interim assignments is to change the base rate of pay while the person is providing coverage. All interim assignments should be documented in writing before the staff member begins such coverage and all additional hours worked should be logged as overtime. This ensures that any overtime calculations are handled appropriately.

If the staff member is exempt, you can either submit a planned pay adjustment (made effective when the additional work began) or give a one-time lump sum amount using the interim coverage payment.

Please consult with your HR consultant about these options.