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## **Standard Operating Procedure- Expanded Accountability**

### **1. Purpose and Policy**

Standard Payment Procedure for Expanded Accountability

- This policy is intended to ensure that Expanded Accountability is granted only for the purpose of filling a short-term operational void. Expanded Accountability should not be granted to fill a position if it is unoccupied as the result of vacation, short illness, or similar situation.

### **2. Scope**

This procedure applies solely to Compensation's role in the determination of Expanded Accountability

- The position in which the employee has taken on "Expanded Duties" must be determined by Compensation to have a higher pay grade and currently be in the division's authorized personnel complement and funded.
- The employee is assigned duties of a higher-graded position on a temporary basis or significant, additional responsibilities relating to a specific, short-term project may qualify to be compensated in the form of Expanded Accountability.

### **3. Prerequisites**


This procedure requires the following prerequisites:

- Required documentation must be submitted by the Division and approved by Compensation.
- *Expanded Accountability* pay Request must be received by Compensation within 30 days of the first day of assuming additional duties. No request for *Expanded Accountability* pay will be retroactive prior to 30 days prior to receipt of the initial request.
- Any Expanded Accountability pay which is approved will be effective for a period of up to six (6) months. If necessary, a request for an extension may be submitted.

### **4. Responsibilities**

The Office of Compensation currently holds sole responsibility in the follow functions concerning the payment of athletic and academic stipends:

- Ensures accuracy of payment amount
- Ensures individuals receive the correct payment amount for the specified time frame

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- Creates (2) Change Authorization Forms and forwards to Enterprise for loading

### **5. Procedure**

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For the procedure you would need the following:

- Job Description of current position
- Job Description of position assuming duties of
- Email Request from Division authority prior to the starting with reason, start date, end date, estimated date of posting for position in question
- Job description of employee's current position and job description of position employee will be taking on as an Out of Class/Acting Pay Assignment
- Listed additional duties and responsibilities of the higher-graded position employee may qualify to be compensated for in the form of acting (out-of-class) pay
- Final Approval Letter from Human Resources
- Change authorization form with beginning salary changes and one with ending salary changes (see examples)

### **6. References**

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N/A

### **7. Definitions**

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When an employee is assigned, by management, duties and responsibilities of a higher-graded position on a temporary basis or significant, additional responsibilities relating to a specific, short-term project may qualify to be compensated in the form of Expanded Accountability; acting (out-of-class) pay.