

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

412 Additional Pay

Effective Date: 7/19/2021

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Purpose

From time to time, certain employees in certain situations may be entitled to additional pay for reasons such as working in conditions considered hazardous, being asked to go far above and beyond their assigned duties, being eligible for programmatic stipends, collecting spiffs for certain events, or other reasons as set forth by leadership, governance, and/or funding sources.

When additional pay can be given

Additional pay such as hazard pay, stipends, or pay for other reasons may be provided when it is part of an assigned funding source, used for an assigned project, and/or part of an approved program budget.

Who is eligible for additional pay

Employees receiving additional pay must be current full-time, part-time, or temporary employees and must have been an employee of the agency and allocated to the assigned program for a period of at least 30 days.

Employees must be able to show that they completed the tasks which triggered the additional pay.

Additional pay is income

Additional pay is not part of the employee's regular normal compensation but is taxable income and will be reported with the employee's total annual compensation.

Additional pay is time or event specific

Additional pay eligibility must have specific beginning and ending dates or must be tied to a specific event which entitles the employee to be eligible for such pay.

Procedure for additional pay

1. The payment of additional pay is intended to be temporary or event specific and should not exceed the designated time frame which entitled the employee to said pay. In no instance shall any time-based additional pay extend beyond a single program budget year for the identified

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program. Any additional pay to which an employee is entitled which extends beyond a program year, a separate payment must be approved.

2. Additional pay is never salary-based. It is based on the funding source project description, the tasks which made the employee eligible, the amount of time, effort, and/or success documented in the project, the hierarchy of those involved, and the approved budget for additional pay.
3. Additional pay will have the appropriate Federal and State Taxes (if required) removed at the time of the payment, according to applicable law.
4. Additional pay is paid through the payroll department and must remain consistent with all payroll policies and procedures.
5. Any payments due to the agency by the eligible employee for insurance premiums will be deducted from any additional pay that is given. Amounts due to the Employee Assistance Program through TLC which are payroll deductions are not affected.