



SUBJECT: ADDITIONAL DUTIES PAY

1. Purpose

To provide compensation for significant additional responsibilities which are **not normally a part** of the employee's workload for a finite period of time.

2. Scope

Additional Duties Pay (ADP) is 12% of the employee's current regular salary. Additional duties must be performed for a minimum of five (5) working days in order to receive ADP. ADP may be applied for a maximum of six (6) months, subject to renewal for a further six months for exceptional circumstances. ADP is applicable University-wide. ADP will be halted on the dates that any type of leave occurs during the approval period. If more than one employee is to receive ADP for a vacant position or special project, the maximum an employee can receive is 6%.

3. Authority

The Director of Human Resources is responsible for the establishment, maintenance and compliance of this policy.

Requests submitted without an end date will not be approved. Following approval, the employee will be approached and offered additional responsibilities. Employees have the option of accepting or rejecting additional responsibilities without repercussion. Completed forms with the appropriate approvals are to be forwarded to the Human Resources Department.