



Executive Memorandum No. 19

Policy on Temporary Responsibility Compensation

Administrators, faculty, and professional staff holding full-time or part-time appointments are accountable to the University of Nebraska for 100 percent of the time required to complete the duties associated with their basic appointment. These professionals are viewed as persons capable of and committed to being involved in a multitude of related activities including teaching, research, creative endeavors, extension and outreach, university and public service, and administrative duties. They are evaluated on contributions derived from these activities. Unlike non-exempt employees, for whom overtime pay is required, there are no work hour limitations for University exempt staff, including administrators, faculty, and professional staff.

Appointments for administrators, faculty, and professional staff are duty-based, not time-based. Full compensation for the performance of all regular duties is stipulated in the employee's appointment letter or contract. Compensation over and above the employee's base salary for a given appointment or contract period is not allowed for performance of regular duties. In certain limited situations, compensation in excess of base salary may be justified for performance of temporary responsibilities.

Temporary responsibility compensation may be paid to employees when all of the following requirements are met:

1. No other qualified person is available to perform the work as part of a full or normal workload.
2. The work is done in addition to a full workload and cannot be done as part of a full or normal workload.
3. The additional work will not significantly interfere with the performance of regularly assigned teaching, research, service, administrative, or other duties.
4. The individual and the immediate supervisor for the temporary responsibilities is required to certify that the work must be done. The individual's supervisor for their regular position will through the annual review process certify that the regular assigned duties are not significantly affected.

5. Total temporary responsibility compensation will not exceed the greater of twenty (20%) of the base salary or \$15,000 during the appointment or contract period.
6. The temporary responsibilities are limited to no longer than two (2) consecutive years.
7. The temporary responsibilities are approved in advance by the individual's supervisor, dean/director, and vice chancellor or vice president.

The chief academic officer (CAO) and chief business officer (CBO), or their designee(s), for each major administrative unit shall be responsible for tracking compliance with this Executive Memorandum.

In accordance with Section 3.4.4(b) of the *Bylaws of the Board of Regents*, this Executive Memorandum shall not apply to summer teaching and summer research appointments for academic-year faculty. Temporary responsibility compensation for members of the faculty bargaining units shall be governed by their respective collective bargaining agreements.

In accordance with Article III-19 of the Nebraska State Constitution, extra compensation after services have been rendered is not permitted. As such, the assignment of temporary duties and/or compensation retroactively is prohibited.

Reference: Revised January 17, 2024
August 23, 1999