

Office of the Vice President for Administration and Finance

October 21, 2022

Staff Senate Recommendation: That each year the Chair of Staff Senate receive an incentive perk for the additional duties incurred while serving in this position.

Response and VP Recommendation:

Thank you for recommending that the Chair of Staff Senate receive an incentive or additional compensation for the role and duties incurred with their role.

After conversations with the Cabinet on this topic and review of how other shared governance groups are treated, and institutional policy or procedures, the Cabinet and I support the Staff Senate recommendation.

Effective July 1, 2022, the Chair of Staff Senate will receive additional compensation of \$3,000 per fiscal year. As Staff Senate Chairs may fall into different classifications of employees the additional compensation will be addressed as follows:

Exempt employees are not eligible for overtime and are expected complete their work without any restrictions on hours, including their Staff Senate Chair duties. Payment for these Staff Senate additional duties will be paid in equal installments on a bi-weekly basis consistent with pay dates. The employee should work with their supervisor to schedule their time accordingly.

Non-exempt employees are eligible for overtime payment for hours worked beyond their regularly scheduled 40 hours each week; and therefore, they will be eligible for up to 8 hours each month of overtime to complete their Staff Senate Chair duties. Hours may be rolled over from the previous month(s) and should not exceed 96 hours with a limit of \$3,000 overtime earnings for the one-year tenure. Non-exempt employees are expected to work with their supervisor to schedule these hours and obtain prior approval. Payment for these hours will be paid at an overtime rate, processed on a bi-weekly basis as they are worked, and paid consistent with established pay dates.

HR and Payroll will coordinate the payment process each year as the new Staff Senate Chair is identified. Funding for this payment is supported by the Office of Human Resources Budget.