

Supplemental pay may be given for a number of circumstances:

- Leadworker pay
- On-call pay
- Law enforcement officers working special events
- Hazardous duties (e.g., asbestos-related, lead abatement)
- Other approved circumstances

Note: the shift differential pay additive is not currently used at USF. Contact the Classification & Compensation Unit in Human Resources at (813) 974-2970 to discuss using this pay additive.

### **Leadworker Pay**

In a situation where three or more employees with the same class title or pay grade, located in the same work unit, are working without a specified supervisor in close proximity, one position may be designated as the leadworker. A leadworker is not the same as a supervisor. The assignment of leadworker duties may not be used to create an intermediate level of supervision or as a substitute for the establishment of a supervisory position. Leadworker duties involve performing limited supervisory responsibilities, such as approving leave, distributing work, maintaining a balanced workload among employees, keeping records, and defining work priorities. Leadworker duties do not include administering performance appraisals or disciplinary actions.

Formal designation as a leadworker is a classification action and requires a revised position description in *Careers@USF*. Once the position is designated a leadworker by Human Resources, the department may request a 5% Special Pay Increase (SPI) for the employee which is tracked as a separate salary additive and is removed if the leadworker duties are removed.

### **On-Call Pay**

On-call status is defined as any time a Staff employee is instructed in writing by management to remain available to work during an off-duty period. Faculty and Administration employees are not eligible for on-call pay but may be required to be on-call on a routine or ad hoc basis. On-call time is not compensable for purposes of computing overtime; however, travel time to and from work when called back to work is compensable time. An employee who is required to be on-call shall be compensated by payment of a fee in an amount of one dollar (\$1.00) per hour for each hour such employee is required to be on-call. An employee who is required to be on-call on a Saturday, Sunday, or university holiday will be compensated by payment of a fee in an amount equal to one fourth (1/4) of the university's hourly minimum for the employee's class for each hour the employee is required to be available. If an on-call period is less than one (1) hour, the employee shall be paid for one hour.

### **Requesting On-Call Designation**

Approval may be requested by submitting a request to HR when it can be clearly demonstrated that a position performs a vital function necessary to the operation of the department, division, or college or to the welfare of individuals.

Requests for approval for on-call assignments must include the following information:

- The class title, class code, position number, department ID, and county location of the position. Since it is the position, not the employee, that receives the on-call designation, it is not necessary to provide the incumbent's name or employee ID number.
- A statement describing the adverse effect on the department's operations or the welfare of individuals if an employee is not on-call to provide necessary services.
- A statement describing the inconvenience or interruption in the employee's normal life style as a result of on-call status.

- A listing of the other positions in the department that are designated as on-call.
- When more than one position is designated as on-call in a department (e.g., Utilities), an explanation that on-call assignments will be rotated or why it is necessary to place more than one employee in on-call status at the same time. It is reasonable to have at least two positions designated as on-call to provide back-up.

To request approval, the dean/director or designee submits a memo or an email containing the information listed above to HR. HR may contact the requestor for additional information and will notify the appropriate authority in writing (usually by email) of the approval or disapproval of the request.

If the request is approved, HR will indicate in GEMS that the position is approved for on-call.

**Other Approved Circumstances**

Other pay conditions may be specified in collective bargaining agreements. HR may also evaluate proposed pay additives for compliance with USF Regulations and approve them, if appropriate.