Temporary, Recurring and One-Time Payments

Temporary recurring and one-time payments are provided to CU System Administration employees for a variety of reasons and are either related to the quality or quantity of work performed.

Quality-based payments are tied to the performance of incumbents, such as the successful implementation of a project.

Quantity-based payments are tied to an increase in work volume due to special projects or the assignment of temporary duties. Incentive payments related to enrollment numbers are forbidden.

These payments should follow the guidelines outlined below.

Acting/Interim (Temporary) Appointments
Acting or Interim appointments occur when there is a vacancy of a position requiring someone to step in to fill the role while a search occurs. If the hire may become permanent for the individual in the acting role, the required promotional posting must be made in time for employees to apply for the permanent position. Acting/interim appointments are limited to a 6-month period.

- Work of a completely different nature and/or supervisory/management responsibilities
  - Recommended: 15% of current base salary
- Work of an executive nature requiring an interim title
  - Recommended: 20-25% of current base salary
  - The range for the acting appointment should be considered for interim roles at the executive level
- Other considerations will be given on a case-by-case basis (market considerations and internal equity).

**Temporary Pay Differentials**

Temporary pay differentials, or temporary increases to pay, occur where the performance of extra assignments is not expected to be made permanent. These events typically last 12 months or less. Extensions may be granted upon approval from the AVP/Chief Human Resources Officer.

If the assignment of responsibilities becomes permanent, either a permanent reclassification, competitive open recruitment or internal promotional posting must occur.

Temporary pay differentials are non-base building and therefore not held to salary range limitations.

For a department to move forward with a temporary pay differential, the following must be true.

- An employee has assumed duties temporarily due to recruitment for a backfill, reorganization, special project, time of high work volume (FSLA exempt employees only), temporary vacancy in a team, or temporary supervisory or lead responsibilities.

Temporary increases will follow the parameters below for establishing amounts:

- Work of similar nature to what is currently being performed is considered an increase in volume (FLSA exempt employees only)
  - Recommended: 5% of current base salary
- Work that is different in nature, but has a similar level of responsibility or involves special projects
  - Recommended: 10% of current base salary
- Work of a completely different nature and/or supervisory/management responsibilities
  - Recommended: 15% of current base salary

**One-Time Payments**

Criteria for one-time payments is being developed in collaboration with campus HR working
groups.

**Groups audience:**
Employee Services

**Source URL:** https://www.cu.edu/employee-services/collaborative-hr/temporary-recurring-and-one-time

**Links**
[1] https://www.cu.edu/employee-services/collaborative-hr/temporary-recurring-and-one-time