

CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 5.01.1

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: Additional Responsibilities Pay for Non-Represented Employees

Revision Date: 2/22

Chancellor Approval Date: 2/23/22

1. When a permanent, full-time, non-represented employee is assigned to perform significant additional responsibility of a higher salary range classification exceeding 20 working days (approximately one month), or to perform special project(s) or additional duties on a temporary basis or in the absence of another employee exceeding 20 working days, then the employee may be eligible for additional compensation.
2. The pay is temporary and typically should not last beyond one year. Requesting parties should complete classification studies, if any, independent of pay requests. An employee cannot receive an interim-detail-acting pay and additional responsibilities pay at the same time.
3. Managers/Organization Administrators are responsible for closely monitoring additional responsibilities pay in order to prevent any under/over payments. It is the responsibility of the employee and their Manager/Organization Administrator to notify Human Resources when there are changes that would no longer qualify the employee to receive the pay. Additional Responsibilities pay is not meant to be permanent or pensionable.
4. Process for Initiating the request for Additional Responsibilities Pay:
 - a. The employee, the manager, and/or the organization administrator can initiate the request for additional responsibility pay. The individual initiating the request must submit the Personnel Action Form (PAF) with attached written documentation indicating when the additional responsibilities were assigned to the employee and the period the employee is performing the additional responsibilities, not to exceed any 12-month period.

In circumstances where retroactive pay is requested, the manager or organization administrator must provide written documentation attached to the PAF that supports the identified start date for the additional responsibilities pay. The manager and the organization administrator will need to document what additional duties will be required of the employees, and verify that those duties are not typically performed by the employee's classification.

- b. Upon submission of the PAF to Human Resources, Additional information may be required to support the request. Once approved, the additional responsibilities pay will be good for up to one year from the date of approval inclusive of any retroactive period that has been requested/approved.
 - c. If approved Human Resources, the employee shall be notified within a reasonable time period and be compensated at the percent categories below at the time of approval. The percent category will be decided in consultation with the Chancellor and/or college President, with the Governing

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Board's approval. This percent increase of the salary will remain at the amount at the time of approval regardless of pay increases. The employee shall be compensated in accordance with the schedule below:

- i. 5% of the employee's base salary at the time approval for additional duties that are limited/project based.
 - ii. 10% of the employee's base salary at the time of approval for additional duties that are impacting several areas in the college and/or the district office.
 - iii. 15% of the employee's base salary at the time of approval for additional duties that are impacting collegewide or districtwide responsibilities.
- d. If the employee wishes to appeal the decision, the employee must submit a written appeal articulating new and/or additional information that was not considered earlier to the Head of Human Resources. The decision of the Head of Human Resources should be final.
 - e. Approved requests for additional responsibilities pay will be presented to the Board of Trustees for consideration as part of the regular personnel report. Action by the Board of Trustees is required before additional pay is deemed granted.