Office of Human Resources

Standard Operating Procedures

Administrative Increments and Overload

for Regular Exempt Positions

TABLE OF CONTENTS

1.0 Introduction

Administrative increments are used to compensate Exempt staff for temporary duties that are outside of the normal range of an employee's current job functions. Overloads are used to compensate Exempt staff for work performed that is substantially different and additional to the essential duties of an employee's current job functions.

1.1 Document Purpose

To educate staff and managers about the procedure for routing administrative increments and overload requests for approval through the Office of Human Resources.

1.2 Scope

Outlined in this document are the Standard Operating Procedures for administrative increments and overload requests.

Note: All managers are responsible for adhering to the rules outlined in this document. Questions regarding these Standard Operating Procedures can be directed to the Office of Human Resources.

<u>Exempt Position:</u>

Exempt positions are managerial, administrative and professional. They are salaried positions that are not subject to the overtime provisions of the Fair Labor Standards Act. Exempt employees are expected to work the hours necessary to complete assignments on a schedule that satisfies the requirements of the job.

UHR, [Exempt Guidelines](#) .

For additional details, please visit:

https://uhr.umd.edu/compensation/compensation-classification-guidelines/exempt-guidelines/exempt-salary-adjustments/

2.0 Definitions

Administrative Increments:

An administrative increment, only available to Exempt staff, is payment for temporarily assigned duties that are outside of the scope of an employee's regular position. The additional duties are performed during normal work hours. The duration of an administrative increment is typically less than 6 months. Justifications to extend this may be considered on a case-by-case basis.

UHR, [Exempt Salary Adjustments](#).

Overload:

An overload is additional pay earned by the *exempt employees* for work performed that is substantially different and additional to the essential duties and responsibilities of the employee's regular position.

- The project for which the employee receives the overload payment shall not be part of the employee's regular duties.
- Performance of the overload duties will not occur during the employee's regular duty hours.
- The overload agreement shall detail the work to be performed; shall be for a specified period; and shall be paid in a lump-sum payment, or as a temporary addition to the employee's base bi-weekly salary.
- The overload arrangement must receive the advance approval of the respective university officials.
- Under no circumstances shall the overload work conflict with the employee's regular duties.

UHR, Business Rules and Guidelines, Nonexempt and Exempt Staff Employees, p. 38.

Acronyms:
- SOP Standard Operating Procedure

- PHR Payroll and Human Resources System
- OHR Office of Human Resources (USG- HR)
- UHR University Human Resources, College Park

3.0   Roles and Responsibilities

Owner	Responsibilities
Office of Human Resources	- Responsible for educating staff on policies and procedures pertaining to administrative increments and overloads; - Reviews job description and conducts job analysis; - Responsible for reviewing and ensuring that the additional job duties are not a part of the employee's current job duties; - Ensures that a specific period has been determined for the administrative increment or overload; - Submits administrative increment /overload request for payment into payroll system.
Manager	- Establishes the need for an administrative increment or overload; - Ensures that the additional job duties will not interfere with the employees primary/current job duties; - Confirms budget exists for administrative increment or overload and defines time period and amount of request; - Requests approval from the Senior Division Officer prior to submitting request to the Office of Human Resources.
Senior Division Officer	- Responsible for reviewing additional job duties and justification; - Serves as the primary division approver.
Director Administration and Talent Management	- Responsible for reviewing the recommendations from OHR for the administrative increment or overload request; - Reviews and approves requests for administrative increments or overloads and recommends changes, if necessary.
Chief Operating Officer	- Responsible for analyzing budget implications prior to approving request. - Serves as the final USG Approver.
University Human Resources, College Park	Serves as the final approver for the administrative increment or overload request.

4.0   Business Procedure for Requesting Administrative Increments and Overloads:

Manager

i.   Establishes the need for an administrative increment or overload;
ii.   Confirms funding for allotted administrative increment or overload;
iii.   Presents the request and seeks approval from the Senior Division Officer along with the supporting documents;
iv.   Submits the approved administrative increment or overload email communication to the Office of Human Resources.

Email Communication for Requesting Administrative Increments and Overloads

An email communication should be directed to the Director Administration and Talent Management with the following information to request an administrative increment or overload:

- Name and Title of Incumbent
- Department
- Name of Manager
- Effective Date of Request
- End Date of Request
- Total Amount of Request
- Justification (The justification should include detailed information to include a description of duties and why the administrative increment or overload is warranted).
- Email from Senior Division Officer that includes the approval for the administrative increment or overload

Office of Human Resources:

i.   Reviews the recommendation submitted by the manager and recommends changes if necessary;
ii.   Director Administration and Talent Management approves the request;
iii.   OHR updates manager on the status of the request.

Chief Operating Officer:

i.   Reviews the recommendation made by the Director Administration and Talent Management;
ii.   Confirms final budget;
iii.   Communicates the final decision regarding the request to the Director Administration and Talent Management.

University Human Resources:

i.   Reviews the requests along with the supporting documents;
ii. Serves as the final approver for administrative increment requests.

Office of Human Resources

i.   Submits administrative increment /overload request for payment into payroll system.
ii. Informs Manager of administrative increment or overload submission into payroll.

5.0 Workflow for Administrative Increments and Overload

ADMINISTRATIVE INCREMENTS & OVERLOADS
WORK FLOW DIAGRAM

The Universities AT SHADY GROVE

Grid:
COO Chief Operating Officer
SDO Senior Division Officer
OHR Office of Human Resources
PHR Payroll Human Resources

DEPARTMENT

Manager determines need for an administrative increment or overload

Manager confirms funding for allotted administrative increment or overload

Manager obtains approval from Sr. Division Officer to move forward with request

SDO approves request

Manager sends email communication to OHR to request admin increment or overload

Mgr includes Justification

Manager informs incumbent that the administrative increment or overload will be reflected in their pay

END

OFFICE OF HUMAN RESOURCES

Dir. Admin & Talent Mgmt reviews & approves the request for OHR

OHR enters the administrative increment or overload in PHR

OHR informs Manager that the administrative increment or overload has been processed

Info includes bi-weekly amt & first pay date

CHIEF OPERATING OFFICER

COO reviews the request for budget implications & approves the request

UNIVERSITY HUMAN RESOURCES

Email Communication:
1) Name & Title of Incumbent
2) Department
3) Effective Date of Request
4) End Date of Request
5) Total Amount
6) Justification
7) Email from SDO

UHR gives the approval for the administrative increment or overload