

UW-PLATTEVILLE [HUMAN RESOURCES]

POLICY: ADDITIONAL WORK ASSIGNMENT [OUTSIDE OF CURRENT JOB DESCRIPTION]

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PURPOSE:

The purpose of this policy is to create a consistent and transparent process for additional work assignments for University of Wisconsin-Platteville employees.

BACKGROUND:

The University has not had a consistent and transparent process when an employee is called upon to assist with job duties, outside of the scope of their current position [job description].

CONSIDERATIONS:

An employer has the right to assign additional job assignments based on job performance, staffing requirements and business demand. If the job assignment is not unethical, unlawful or illegal, additional job assignments can be requested.

To be considered as an additional work assignment, the following questions must be considered:

Does the employee currently work within your division [department]?

Is the employee currently considered a full-time [100%] employee?

Will the employee conduct the additional work assignment outside of their current role?

Will the additional work result in more than 40 hours per week?

Is the employee in an exempt position?

Is the employee currently a part-time employee?

Is the employee eligible for the offer of benefits according to the Affordable Care Act?

Will the additional work assignment cause the employee to work more than thirty [30] hours consistently for three or more months in a row, or more than 1,560 hours?

How many hours do you expect this employee to work in addition to their current role?

Is the work considered the next step in the succession of the division or department structure?

POLICY:

For the University of Wisconsin-Platteville to consider compensation for an additional work assignment, the expected duties must be [a] essential duties of another position, [b] not within the division / departmental structure; [c] the duties are not within the scope of the employee's current job description, [d] the duties are not currently performed by the employee and the

employee chosen to conduct the work, [e] has the qualifications to meet the expectations for the work that is needed.

PROCEDURE:

1. The supervisor of the area in need must make a request [in writing] to the human resources department;
2. The employee must support the request and have the required qualifications for the job assignment;
3. Human resources will evaluate whether or not the additional work assignment can be conducted as "other duties as assigned," and
4. Human Resources will have ten [10] working days to respond.

There is no appeal process for an Additional Work Assignment.

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