



Classification/Compensation Unit Standard Operating Procedure #_001 Project Pay (rev. Jan. 2019)

Overview:

Project Pay is contained in Section 2.8 of Board Policy 296, Personnel Policies for Unrepresented District Employees. Project Pay for non-represented employees was established to compensate employees for performing additional work outside their usual job description on a limited term basis.

Project Pay compensation for AFSCME represented employees is outlined in Article 17.7 of the District and AFSCME Local 3916 Collective Bargaining Agreement.

The District has the responsibility to implement and apply Project Pay for both non-represented and represented employees in a fair, equitable and fiscally responsible manner.

Title: Standard Operating Procedure for Project Pay		
Security Level: Internal Use Only		Document No.: Rev 1
SOP Author: Emily Cruz	Name:	Supersedes: NA – First Draft

1. Purpose:

This document will be used to lay out the guidelines and process for requests for Project Pay.

2. Responsibilities:

- a. *Direct Supervisor/Manager:* Responsible for initiating the request, ensuring budget has approved the additional compensation and obtaining the endorsement of department executive.
- b. *Budget Department:* Responsible for ensuring Budget is available and Budget approval of potential expenditure for Project Pay.
- c. *Classification & Compensation Unit:* Responsible for reviewing Project Pay requests in a timely manner.
- d. For further information on this SOP, please contact Emily Cruz at esutkus@actransit.org or x4787.

3. Documents/Resources/References Needed for this SOP:

- Project Pay Request Form
- AFSCME Collective Bargaining Agreement, Article 17.7
- Board Policy 296, Section 2.8

4. Definitions:

- a. **Non-Represented Employee's Project Pay** – Project Pay may be granted for assignments in which an employee assumes **project based work of significant complexity and importance to the District. Such work is typically outside the employee's job description and performed on a limited term basis generally no longer than one (1) year (exceptions may be granted by the General Manager through the approval process).** Project Pay compensation is not automatic. Project Pay for non-represented employees is ten (10) percent.
- b. **Example of a project that would call for Project Pay Compensation** – A supervisor wants to assign an employee to a capital project of significant complexity, lasting less than one year, and the duties performed by the employee are **not** within in the scope of employee's existing job description.
- c. **Renewal/Expiration** – The manager of the employee receiving Project Pay must reapply for Project Pay on either the fiscal (July 1st) or mid-year (no later than February 1st) date of each year, whichever is later. Failure to reapply will result in discontinuation of Project Pay .
- d. **AFSCME Represented Employees** – Please refer to the AFSCME Collective Bargaining Agreement for Definitions and Details concerning Project Pay. The approval process for AFSCME project pay is the same as for unrepresented employees.

5. Procedure:

- a. A supervisor or manager who wishes to request Project Pay for an employee must use the attached request form and gain approval from Budget and the Department Executive.
 - i. The request must provide a compelling reason and thorough justification for Project Pay and meet the threshold for Project Pay as described in the definitions section above.
 - ii. Employees who are currently in the discipline process or are on a performance improvement plan are not eligible for Project Pay compensation.
 - iii. The Classification/Compensation Unit will not review any application that lacks the budget department's approval.

- b. The Classification/Compensation Unit will review the request in a timely manner.
- c. The Classification/Compensation Unit will provide a recommendation to the Executive Director of Human Resources and Labor Relations, or his/her designee.
- d. The Executive Director of Human Resources and Labor Relations, or his/her designee, will review the recommendation of the Classification and Compensation Unit.
 - i. If approved, the application will be advanced to the General Manager's Office for final approval.
 - ii. If the application for Project Pay is not approved, the Classification and Compensation Unit will inform the Department Executive and requestor. There is no appeal process for Project Pay.
- e. The General Manager has ultimate authority to approve or deny the recommendation. The General Manager may also ask for additional information or return the recommendation for further analysis.
- f. If the application for Project Pay is approved, Project Pay will only begin on or after the date the General Manager signs the final approval form. The District will not "back-date" Project Pay prior to the General Manager's final approval date.
- g. The Department Executive, or his/her designee, will inform the employee of the effective date the Project Pay will begin and when the Project Pay will either end or expire.
- h. The Department Executive, Executive Director of Human Resources and Labor Relations and the General Manager (the District) have the right to unilaterally terminate Project Pay for any reason and without recourse.
- i. HRIS and Classification/Compensation will regularly monitor Project Pay to ensure that it remains applicable.
- j. An annual audit of employees receiving Project Pay compensation will be conducted by the Classification and Compensation Unit.

6. Records:

- 1. **Document No.:** 01, CC
- 2. **Effective Date:** 2/1/2019
- 3. **Review Date:** 2/1/2019
- 4. **Security Level:** Departmental, Classification/Compensation Unit.
- 5. **SOP:** Standard Operating Procedure.

INTERNAL HUMAN RESOURCES NOTES

Notes/Other References/Comments

Classification & Compensation and HRIS will create a report to HR stakeholders informing them of employees on Project Pay compensation, start date, end date, duration of Project Pay, etc.

Storage

An electronic copy of this document is stored in S:\HR\Data 12-01-01\Class-Comp\Project Pay. A paper copy of this document is with the Senior Human Resources Administrator of Classification & Compensation.

Renewal /Update:

This SOP will be reviewed every three (3) years by the Classification/Compensation Unit.