



## REQUEST FOR PROJECT PAY

Project Pay for Unrepresented and AFSCME employees was established in Board Policy and the AFSCME Collective Bargaining Agreement. The general purpose of Project Pay is to provide additional compensation to an employee who is assuming a project of limited duration, that is significant, complex and outside the employee's regular scope of duties.

The manager of an employee receiving Project Pay must reapply for Project Pay on either the fiscal (July 1<sup>st</sup>) or mid-year (no later than February 1<sup>st</sup>) date of each year, whichever is the later. Failure to reapply will result in the discontinuation of Project Pay.

### **TO BE COMPLETED BY DIRECT SUPERVISOR:**

Today's Date:		Dept./Location:				
Employee Name:						
Employee Current Job Title:						
Date Project Pay to begin:		Date Project Pay will end:*				
Total budget required for Project Pay:		Funds are available:		Yes		No
Comments Regarding Budget:						

### **Section 2.8 - Board Policy 296 (Rev. 2017)**

Project Pay may be granted by the written authorization of the General Manager, in consultation with the Executive Director of Human Resources, to compensate an employee for **additional 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.** Project Pay is discretionary and may be no more than 10% of the employee's base pay. The Executive Director of Human Resources shall ensure that Project Pay is reviewed periodically and terminated upon completion of the identified project.

**Describe the "project" and the applicant's role within the project  
(please include specific duties/responsibilities/project):**

a) How is the work significant in complexity?

b) Is the work outside the employee's normal job description? If so, how?

c) How is the project limited to less than one-year?

The direct supervisor/manager and the department executive are responsible for obtaining budget approval and ensuring that funds are available. Without budget approval, the request will not be reviewed.

By signing below, you are approving and agreeing with this request for Project Pay. If you are not in agreement, please provide your reasoning and send back to the requestor.

<u>Approval</u>	<u>Signature</u>	<u>Date</u>
Budget Approval:	_____	_____
Dept. Executive:	_____	_____
Classification/Compensation Review:	_____	_____
Executive Director of Human Resources and Labor Relations:	_____	_____
General Manager*	_____	_____

- \* The General Manager has the ultimate authority to approve or not approve the recommendation. The direct supervisor/manager, department executive and the General Manager (the District) has the right to unilaterally terminate Project Pay for any reason and without recourse.

**Reviewer - Comments/Recommendations/Notes**  
**(Use other side or attach documentation if needed):**