



RUTGERS POLICY

Section: 60.3.15

Section Title: HR/ Non-Academic Employees

Policy Name: Additional Compensation for Full Time Staff Members with “No Limit” (NL) Titles

Formerly Book: 3.6.16

Approval Authority: Senior Vice President for Finance and Administration

Responsible Executive: Senior Vice President for Finance and Administration

Responsible Office: University Human Resources

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Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
Staff members in titles designated as “No Limit” (NL) do not have a fixed workweek and are exempt from the overtime provisions of the Federal Fair Labor Standards Act. NL staff may be eligible to receive additional compensation only in strictly limited situations.
2. **Reason for the Policy**
To outline the limited circumstances in which it is permissible to pay extra compensation to full time staff members with NL titles.
3. **Who Should Read This Policy**
All members of the Rutgers University community
4. **Related Documents**
Policy Section 60.3.14, Overtime for Regularly Appointed Staff
5. **Contacts**
University Human Resources
732-932-3020
6. **The Policy**

60.3.15 ADDITIONAL COMPENSATION FOR FULL TIME STAFF MEMBERS WITH "NO LIMIT" (NL) TITLES

I. Policy Statement

This policy describes the limited circumstances in which it is permissible to pay extra compensation to full time staff members with NL titles. The purpose of this policy is to assure equitable treatment of our staff while recognizing that staff members without fixed workweeks are not expected to receive extra compensation for work that is required as part of their jobs.

Staff members in titles designated as NL do not have a fixed workweek. They are expected to work as long as is necessary to accomplish the requirements of their jobs, and are exempt from the overtime provisions of the Federal Fair Labor Standards Act. This policy does not apply to employees whose titles are designated as having a fixed workweek (35, 37 ½ Non-Exempt (NE), or 40 hours per week) since fixed workweek employees must be compensated for any hours worked beyond their established workweek. See Policy Section 60.3.14, Overtime for Regularly Appointed Staff, for details concerning compensation for employees in fixed workweek titles.

II. Additional Compensation for NL Employees

NL employees are not eligible to receive any additional compensation over and above their normal salaries, except for performance bonuses and acting pay in accordance with university policy and in very special and strictly limited circumstances as specified below.

A. Coadjutant Teaching

A staff member may be hired as a coadjutant by an academic department or program of the university to teach a course when such teaching is not a component of the staff member's normally assigned position and may be paid at the usual rate for teaching the course. Teaching of the course may not interfere with staff member's regular and primary assignment. The staff member must receive the written approval from his or her supervising dean or director prior to accepting a coadjutant teaching assignment. Should a compensated teaching assignment that is scheduled for normal working hours be approved, the staff member must charge the time to vacation, personal or administrative leave.

B. Compensation for Work Other Than in One's Normally Assigned Position

A staff member may be hired by a department, other than his or her own, to perform work that is substantially different from the normal duties associated with the staff member's position, and may be paid for such additional work at a rate which is reasonable and appropriate. Such work is in addition to the staff member's regular and primary work assignment and may not interfere with it. The employee must receive permission from his or her immediate supervisor before accepting such additional work. The supervisor in whose area the work is to be performed must insure that such secondary working arrangements do not interfere with the staff member's regular and primary assignment.

C. **Compensation for Additional Work in a Staff Member's Normally Assigned Position**

Cash compensation to NL staff for additional work in one's own normally assigned position is not permitted. Only in extraordinary circumstances, when a staff member is required by his or her supervisor to work substantially more hours per week than would normally be expected for a substantial number of weeks, may it be appropriate for the staff member to receive additional compensation in the form of administrative leave approved in writing by the dean or director. Such administrative leave must be used within 12 months after the time it is granted.