

RUTGERS POLICY

Section: 60.9.56

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Out-of-Title Work (non-faculty staff only)

Formerly Book: 30-01-30-50:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/90

Revisions: 4/4/2012; 7/1/2013; 10/10/2013 (Updated title)

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

1. **Policy Statement**
Out-of-Title Work (non-faculty staff only).
2. **Reason for the Policy**
To set policy for the administration of Out-of-Title work (non-faculty staff only) and its related compensation for legacy UMDNJ staff.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.56 OUT-OF-TITLE WORK (NON-FACULTY STAFF ONLY)

I. POLICY

1. Out-of-Title work is the performance of duties or the provision of special services by a staff employee, usually for an area other than his/her assigned department, unrelated to the normal duties of his/her regular position title.
2. Additional compensation is paid to a staff employee beyond his/her regular rate of pay or annual salary when Out-of-Title work is performed.
3. University Human Resources approves the appropriate rate of this additional pay after completing a review of the work to be performed.

4. Out-of-Title work is not: (1) extra work due to a heavy workload, (2) related work performed in the same unit at the same level pay classification as the staff employee is in now, or (3) work performed at the same level, in the same department and charged to a different account.
5. Staff employees may engage in such special services provided that:
 - The Out-of-Title work does not diminish the staff employee's efficiency in performing his/her primary work obligation. It is the employee's responsibility to advise his/her supervisor that they are performing Out-of-Title work.
 - The Out-of-Title work is not performed during the staff employee's normal workday.
 - The Out-of-Title work must be approved by University Human Resources prior to the work being performed.
6. Other considerations regarding Out-of-Title work:
 - Out-of-Title requests for staff employees holding visas must be reviewed by the Office of International Services to ensure that the visa status of the staff employee permits work beyond the primary position held at the University. It is the department's responsibility to ensure the work is permitted.
 - For **exempt staff employees**, dual rates of pay may apply based on the customary rate of pay for the work being performed.
 - For **non-exempt staff employees** whose Out-of-Title work will cause them to work in excess of 40 hours per week, at a minimum, time and one-half (1.5x) must be paid based on the hourly rate of such employee's regular position. Approval for using a non-exempt staff employee for an extended assignment may be denied as it may be more cost effective to hire a temporary staff employee.

II. PROCEDURES

Responsible Party	Task
Manager/Supervisor	1. Collaborates with Human Resources Compensation Services regarding need for Out-of-Title work.
	2. Completes Request for Out-of-Title Work/Approval Form for staff.
	3. It is incumbent that the requestor ensures legal compliance in the job requirements.
	4. It is incumbent on the requestor to ensure that they have obtained the necessary approval from the respective school or operating unit prior to submitting the Request for Out-of-Title Work/Approval.
	5. Ensures payment for Out-of-Title work is made to employee by completing and processing the Out-of-Title/Payroll Request for Check Form. Once completed, forward signed form to Payroll.
	6. Approval will be granted up to 12 months. A new request must be submitted after a one-year period. In cases where there is a change in management, a new request must be submitted for Out-of-Title work.
University Human Resources	1. Collaborates with managers/supervisors on the Out-of-Title work process, ensuring policy provisions and regulations are adhered to.

	2. Reviews the Request for Out-of-Title Work/Approval Form and provides rate of pay, duration of assignment, exempt/non- exempt status. Approves/denies request.
	3. University Human Resources approves and distributes Request for Out-of-Title Work/Approval Form to originating department.
Payroll Department	1. Processes Out-of-Title payment which will be reflected in the employee's paycheck.