

Temporary Work Level Adjustment (TWL)

Introduction

A Temporary Work Level (TWL) salary adjustment is given when an employee performs work of a vacant higher-level position on a temporary basis. A TWL should only be used for vacancies that are short-term due to medical leaves, recruitment periods, etc. When a vacancy exists that will not be filled and the work is distributed among several employees, a TWL may not be appropriate. In this case, Compensation should be consulted to determine if a salary adjustment would be appropriate. A TWL may not be given when an employee assumes duties of a position within the same or lower pay scale group.

Grade Level Equivalencies

Read from left to right. Pay scale groups on the same line are equivalent.

	Classified Unrepresented	SEIU	Classified Unrepresented	SEIU	AFSCME	AFSCME	IUOE
P A Y S C A L E G R O U P	01	-	21	-	80	-	-
	02	50	22	56	81	-	-
	03	51	23	57	82	83	35
	04	52	24	58	84	85	-
	05	53	25	59	86	87	-
	06	54	26	60	88	89	-
	07	55	27	61	90	91	-
	08	-	28	62	92	93	39
	09	-	29	63	94	-	42
	10	-	30	64	95	-	-
	11	-	31	-	-	-	-
	12	-	32	-	-	-	-

NOTE: Although movement from Classified, unrepresented positions to SEIU or AFSCME (on the same pay scale line) may result in an increase, there will not be a TWL increase if the position is of equivalent value or rank.

Temporary Work Level (TWL) Adjustment Guidelines

The guidelines below should be used to determine an employee's ability for a TWL. These guidelines apply to Classified and Unclassified unrepresented, AFSCME, SEIU and IUOE represented employees.

Classified Unrepresented

Should a Classified unrepresented employee be assigned to work in a higher-level position for a continuous period of more than two weeks, but for not more than a one-year period because of a temporary absence or vacancy, the employee's pay may be established at a rate that is five percent (5%) above the individual's current base rate of pay, but not less than the minimum of the higher pay scale group for the period the employee occupies the position. TWL pay shall be paid only for hours worked (not on vacation, paid sick leave or compensatory time off).

Unclassified Unrepresented

Should an Unclassified unrepresented employee be assigned to work in a higher-level position for a continuous period of more than one pay period (bi-weekly or monthly, as appropriate), but for no more than a one-year period because of a temporary absence or vacancy, the employee's pay may be established at a rate that is five to ten percent (5%-10%) above the individual's current base rate of pay, but not less than the minimum of the higher pay scale group for the period the employee occupies the position. For non-exempt, hourly paid employees, the TWL shall be paid only for hours worked (not on vacation, paid sick leave or compensatory time off). The percentage will be determined by the department and based on the following factors:

1. Pay scale group difference between the vacant position and the employee's current pay scale group;
2. How much of the vacant position the employee will be assuming (the greater percentage of assumption could lead to the higher TWL).

AFSCME

Should a vacant position need to be filled on a temporary or emergency basis, the University, where practical, shall afford lower classified employees in the same department an opportunity to temporarily fill the position until a permanent employee is appointed or returns to the position. A temporary assignment may last no longer than one (1) year unless such an assignment is to provide temporary replacement for an employee whose leave of absence exceeds one year. During the temporary assignment, the employee shall receive a temporary wage level adjustment in recognition of the assumption of higher-level duties and responsibilities. The temporary wage level adjustment shall be equal to five (5%) of base salary (exclusive of longevity), but not less than the amount necessary to bring the employee to the minimum of the

higher pay group, and shall commence at the start of the assumption of the higher duties. No adjustment will be paid unless the assignment exceeds two (2) weeks. A temporary work level adjustment shall be paid for all hours worked in the higher classification.

SEIU

Should a vacant position need to be filled, or duties thereof continued, on a temporary or emergency basis, the University, where practical, shall afford an employee in the same large department (See Appendix 4) an opportunity to temporarily assume a substantial portion of the responsibilities of the position until a permanent employee is appointed or returns to the position. A temporary assignment may last no longer than one (1) year unless such an assignment is to provide temporary replacement for an employee whose leave of absence exceeds one (1) year. During the temporary assignment, the employee shall receive a temporary wage level (TWL) adjustment in recognition of the assumption of higher levels or substantial additional duties and responsibilities. If a temporary assignment lasts longer than one (1) year, except as noted above, the employee shall be reclassified as appropriate. The TWL adjustment shall be equal to 10% of the base salary (exclusive of longevity), or the minimum of the higher pay range, whichever is greater. In order to be eligible for a temporary wage level adjustment, the employee must perform the higher level or substantial additional duties and responsibilities for a minimum of two (2) weeks in which case the TWL shall commence with the assumption of the higher level or substantial additional duties and responsibilities. The TWL Adjustment shall be paid for all compensable hours except sick leave in excess of two (2) continuous weeks.

IUOE

Employees who are assigned duties that constitute a different classification within a higher pay scale group for no less than one pay period are entitled to an hourly pay supplement of the classification within the higher pay scale group. Employees are eligible for this additional compensation only for those hours worked in the classification within the higher pay scale group.

Instructions for Completing the Temporary Work Level (TWL) Worksheet

1. When a vacancy occurs, review the work to be done and identify the employee who is able and willing to do the work.
2. Determine if the work assigned to the employee is at a higher level and warrants a TWL (consult Compensation, if needed).
3. Determine the appropriate TWL amount according to the guidelines. An employee represented by a bargaining unit comes under the guidelines of the bargaining unit, regardless of the duties assumed.

4. If a TWL is appropriate, an authorized departmental representative must complete the worksheet, copy and paste the Temporary Work Level Worksheet into the comments section of a Personal Change Request Form (PCR) and route for approval.