



**CSU
PUEBLO**

**COLORADO STATE UNIVERSITY PUEBLO
DISCRETIONARY PAY DIFFERENTIAL REQUEST FORM**

Please complete this form in order to obtain a review and decision for a temporary pay differential for a classified employee. Please read the attached **Discretionary Pay Differential Plan for Classified Employees** before completing this form.

Date _____

SECTION 1 – EMPLOYEE INFORMATION

Employee's Name _____ PID/NetID _____

Employee's Job Title _____

Department Requesting Pay Differential _____

Employee's Home Department (if different) _____

Amount of pay differential requested \$ _____ per month. Account Number _____

Date pay differential begins _____ Date pay differential ends _____

***Will this require the employee to work additional hours outside of their regular schedule?** __ YES __ NO

If YES, how many additional hours will be required per month? _____

SECTION 2 – EXPLANATION OF NEED (refer to PROCESS, paragraph 2)

Explanation of duties that the employee will be performing:

Explanation of why the pay differential is necessary:

Explanation of the alternatives to a pay differential that were considered:

Reason(s) those alternatives were judged to be less appropriate than a temporary pay differential:

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SECTION 3 – APPROVAL CERTIFICATION (in order listed)

1. Requesting Supervisor - Printed Name _____

Requesting Supervisor - Signature _____ Date _____

2. Home Supervisor (if different) - Printed Name _____

Home Supervisor - Signature _____ Date _____

3. Dean or Department Director - Printed Name _____

Recommendation to the Appointing Authority:

☐ Approval is recommended

☐ Approval is not recommended

Dean or Department Director - Signature _____ Date _____

4. Fiscal Officer or ORSP (if grant-funded) - Printed Name _____

Fiscal Officer - Position is not grant-funded:

☐ Approval is recommended

☐ Approval is not recommended

ORSP - Position is grant-funded:

☐ Approval is recommended

☐ Approval is not recommended

Fiscal Officer or ORSP - Signature _____ Date _____

5. Funding Verification – Printed Name _____

Funding Verification - Signature _____ Date _____

6. Appointing Authority - Printed Name _____

Recommendation to the President:

☐ Approval is recommended

☐ Approval is not recommended

***Appointing Authority must ensure that the
information required in SECTION 2 is complete
before forwarding this to the President for review.**

Appointing Authority - Signature _____ Date _____

7. President's review and decision:

☐ Request is approved

☐ Request is denied

President - Signature _____ Date _____

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SUBJECT

Discretionary Pay Differential Plan for Classified Employees

PURPOSE

To define the qualifying conditions and process (the "Plan") supporting a temporary pay differential for classified employees.

BACKGROUND

State Personnel System Rule 3-49 permits the University to authorize temporary, discretionary pay differentials. In accordance with Rule 3-49, use of any such pay differential is at the discretion of the appointing authority and shall not be used as a substitute for annual compensation adjustments, other pay policies, or promotions. As an initial requirement before a differential can be granted, the University must develop and communicate a written plan addressing appropriate criteria for the use of any differential based on sound business practice and needs.

DEFINITION

A differential requested and approved in accordance with the Plan shall be temporary as defined further below and shall not be base building. In no case shall the amount of a temporary award, when added to the employee's current base pay, exceed the statutory monthly payroll lid for the employee. All differentials paid under this Plan will be paid through the regular University payroll process. A temporary pay differential must be funded within a unit's existing budget.

No differential is guaranteed and, if granted, may be discontinued at any time. No aspect of any discretionary pay differential is subject to grievance or appeal, except for discrimination. An alleged violation of this plan can be disputed by submission of a letter stating the nature of the dispute and the relief sought. The letter of dispute must be addressed to the appropriate appointing authority. The University's decision in any such dispute is final and no further recourse is available.

ELIGIBILITY

All Permanent Classified Employees

PROCESS

To initiate a differential for an employee, a supervisor shall submit a written request to his or her to the Dean or Department Director. A request approved by a Department Director or Dean must be forwarded for approval to the appropriate appointing authority. The appointing authority will review the request. If the appointing authority endorses the request, the appointing authority will confirm that the differential can be funded within the requesting unit's current budget before forwarding the request to the President for final review and approval. University Human Resources will provide the necessary form for requesting and routing a differential request. The requesting and routing form must be completed in order to ensure that essential information is carried through the approval process.

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The request must be accompanied by an explanation of why the pay differential is necessary, an explanation of the alternatives to a pay differential that were considered and the reason why those alternatives were judged to be less appropriate than a temporary pay differential. The request should also be accompanied by an explanation of how the work assignments that gave rise to the request will be handled after the time limit on the pay differential is reached.

An individual written agreement of an approved differential shall be documented between the employee and his or her appointing authority. This agreement will describe the terms and conditions of the differential, including the dates the differential will begin and end, the amount of the differential and the work to be performed for the differential.

TERMS & CONDITIONS

A temporary pay differential may be used for the following reasons:

1. Acting Assignment. An acting assignment is when the employee assumes the full set of duties of a higher-level position that is vacant or the incumbent is on extended leave for a period longer than 30 days but less than six months. A differential based upon acting assignment shall not exceed six months.
2. Project Assignment. A project assignment is when an employee is asked to take on duties which are not an expected or customary part of the employee's regular assignment and those duties are critical to the mission and operations of the department as defined by the purpose of the project, its time frame, and the critical nature and expected results. A differential based upon a project assignment shall not exceed twelve months. Upon fresh request by a supervisor (including those circumstances explaining why the project was not completed in twelve months), a project assignment differential may be approved and extended for up to an additional six months.

Questions concerning the administration of this plan may be referred to the Human Resources Department.