

## Title: Supplemental Employee Assignments & Compensation

Policy No. 7.5.4

<b>Title: Supplemental Employee Assignments &amp; Compensation</b>	
Originated by:	
Human Resources, Senior Admin	4/01/2025
	Date
Approved by:	
MATC Board of Directors	4/29/2025
	Date

**Policy Statement:** Manhattan Area Technical College (MATC) aims to ensure that employees can manage their regular responsibilities, maintain a healthy work-life balance, and are fairly compensated for their work and outcomes. This policy ensures that employees are aware of expectations when taking on duties or projects outside their regular position that may warrant additional compensation, ensuring consistency and compliance.

**Rationale:** Employees are expected to take on additional responsibilities as required by their position. However, certain assignments may fall outside the scope of their position description or regular supervision. MATC may authorize employees to take on non-job-related responsibilities or assignments for supplemental wages, subject to the discretion of the college and compliance with all applicable regulations and policies.

**Supplemental Assignments:** Supplemental Assignments include any temporary or ongoing work beyond an employee's regular workload for which additional compensation is sought and agreed to. This may include but is not limited to tasks funded through grants, special projects, collaborations with industry partners, or filling temporary workforce gaps. Employees participating in Supplemental Assignments must sign an approved agreement acknowledging the terms and expectations related to the additional duties.

**Approval:** Before entering into an agreement granting additional responsibilities for compensation, MATC Administration should ensure:

1. Compliance with state and federal laws, accrediting requirements, board-approved policies, and operational efficiency.
2. Appropriate approval standards and processes for assignments are met and documented.
3. Clear expectations, timeframes, outcomes, and performance standards for additional responsibilities.
4. No conflict of interest with college operations, legal or financial compliance, or partnerships.
5. Fair and sustainable compensation that does not cause undue hardship for the college.

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**Additional Terms of Supplemental Assignments & Compensation:**

- MATC is an equal opportunity employer and does not discriminate based on any protected characteristic.
- MATC reserves the right to change employee position descriptions as needed to meet operational requirements.
- MATC reserves the right to terminate supplemental assignments or compensation if they cause undue hardship or any legal or financial concerns.
- Compensation for supplemental assignments is subject to all required deductions and withholdings as per state and federal laws and in accordance with college payroll policies.