

# Salary Vouchers and Special Assignment Payments Policy Statement

## ROWAN UNIVERSITY POLICY

**Title:** Salary Vouchers and Special Assignment Payments

**Policy No:** HR:2021:01

**Applies:** University-wide

**Issuing Authority:** Human Resources

**Responsible Officer:** Vice President Human Resources/CHRO

**Adopted:** 12/27/2021

**Last Revision:** 5/15/2023

**Last Reviewed:** 5/15/2023

### I. PURPOSE

Establish guidelines for the hiring and compensation of project-based assignments. This policy provides for equity in hiring and compensation and provides for compliance with the Fair Labor Standards Act, the New Jersey Equal Pay Act, EEO and New Jersey benefit requirements.

### II. ACCOUNTABILITY

The Vice President of Human Resources/CHRO shall ensure compliance with this policy in collaboration with the Division of Research where applicable. The Office of Human Resources shall implement this policy. The Office of Research is responsible for the creation, implementation and enforcement of these provisions for grant-funded projects.

### III. DEFINITIONS

1. **Special Assignment/Salary Voucher:** A one-time payment made upon the completion of the duties /project agreed upon. This payment type is used on all campuses for full-time and part-time faculty and staff (if eligible). There may be an exception for multiple payments for grant funded projects.
2. **Short Term Assignment:** Project payment, paid in multiple installments (bi-weekly).
3. **Student Special Project:** A one-time payment to a student to complete a project lasting no longer than two weeks in length and with compensation no greater than \$500.00.

### IV. POLICY

#### 1. **Compliance with FLSA, NJ Earned Sick Leave Law and USCIS**

Rowan University will comply with the Fair Labor Standards Act, New Jersey Earned Sick Leave Law and U.S Citizenship and Immigration Services and federal and state EEO laws by reviewing selection of candidates and compensation as well as verifying I-9 work eligibility.

In order to be in compliance with the New Jersey Earned Sick Leave Law, any project that is hourly based and longer than a two week period should be hired in an alternate employee category.

#### 2. **Pre-approval prior to hiring**

All hiring departments must receive pre-approval from the Supervisor/Director of program, Dean, Office of Human Resources and Provost before a project is to begin. HR will review the request to ensure compliance with the requirements mentioned above in (IV.A).

The Office of the Provost will review the special assignment payment submission for academic areas to ensure that total cumulative special assignment compensation does not exceed University limitations on

compensation from outside funded activities, as stated in the Sponsored Research Supplemental Compensation Policy.

Justification will be required for submissions that have not received pre-approval prior to the start date of the assignment.

New employees must complete the new hire process including background check, I-9 verification and other requirements deemed necessary, prior to commencement of the project. Failure to complete documentation may result in suspension of the project and may result in subsequent action as judged to be appropriate.

### **3. Submission for payment**

- a. Submission for payment is made at the completion of the project or in accordance with a pre-determined timeline consistent with receipt of deliverables. The designated certifier must approve payment and attest to satisfactory work completion. The certifier cannot be the recipient of funds and must be in a supervisory capacity to the recipient of the funds.
- b. Student Special Projects must meet the following criteria otherwise the student must be hired as a student hourly employee. This is to ensure student vouchers are not paid over a length of time and so that students doing hourly work will receive NJPL hours (in compliance with the NJ Earned Sick Leave law).
  - i. Project cannot be longer than two weeks in length.
  - ii. Compensation cannot exceed \$500.00.
  - iii. Payments made to temporary employees must indicate hours worked so appropriate credit can be provided under the New Jersey Earned Sick Leave law. Documentation of hours worked is not required if payment is made to a regular full-time or part-time employee.

### **4. Salary Voucher Submission Timeframe**

Project payments are to be submitted prior to the start of the project for pre-approval. Payments will be processed at the end of the project or in accordance with a pre-approved timeline. Submission of the payments are electronic and must go through a pre-approval process. Payments will be processed in the payroll coinciding with the end of the assignment.