

University of Connecticut Special Payroll Guidelines

1. Authority

Special payroll appointments are authorized under CGS §10a-20, which permits hiring professional staff on a temporary basis.

2. Purpose

To establish standard guidelines for the use of special payroll when there is not another university policy or bargaining unit contract governing the appointment (see Exclusions). While flexibility may be exercised in well justified circumstances, deviations from these guidelines require rationale and approval from Human Resources and the applicable Division Head.

3. Exclusions from Guidelines

- a. Adjunct Faculty: Governed by the AAUP Collective Bargaining Agreement
- b. Graduate Assistants: Governed by the GEU Collective Bargaining Agreement
- c. Rehired Retirees: Governed by the University Policy on Rehired Retirees
- d. Faculty Summer Salary and Faculty Overload: Governed by the Policy on Faculty Compensation

4. Appointment Duration Limits

To preserve the integrity of **temporary employment**, special payroll appointments may not be used to address long-term or ongoing staffing needs. The maximum duration for a special payroll appointment is two 6-month appointments (up to 12 months total), with the possibility of one additional 6-month extension.

Standard Duration Limits

These limits apply to administrative or program support roles that are temporary in nature, project-based, or intended to provide short-term coverage (for example, coverage for a leave of absence or support during recruitment to fill an approved position).

Maximum Allowable Appointment Term	Criteria
Initial Term 0-6 Months	Standard justification required
Extension (6-12 months total)	Additional justification required to demonstrate that the work remains temporary
Final Extension (12-18 months total)	Additional justification is required, along with a transition plan for the work at the end of the 18-month period; HR and Division Head approval is required.

Other Duration Rules:

Category	Duration Limit
Teaching & Instructional Support Roles	No duration limits
Grant-Funded Research	Standard duration limits apply. Roles that are less than half-time (17 hours per week or fewer) or project-specific roles tied to external funding may exceed the duration limits with HR and Division Head approval.
Seasonal or Per Diem (Seasonal appointments are defined as appointments of less than three months)	No standard limit but requires HR approval with documented need

5. Appointment Start Dates

Special payroll appointments will begin at the start of a pay period, consistent with standard hiring practices, to ensure I-9 compliance and support accurate and timely payroll processing. Teaching and instructional support appointments should align with the start of the academic semester.

6. Compensation Structure

- Applies to administrative and service titles (e.g. project/program specialist, temporary university specialist) and will be adjusted based on market rates.
- Human Resources validates that the hourly rate is aligned with the level of the job duties.
 - Any request to exceed the hourly range will require additional justification and approval by Human Resources and the applicable Division Head.

Job Class	Example Definition	Hourly Range
Level 1	Entry-level assistant	Up to \$32.74 per hour
Level 2	Working level	\$31.60 to \$41.07 per hour
Level 3	Advanced/expert level	\$39.63 to \$51.52 per hour

Role-Specific Notes:

- Grant-Funded Research Positions: Compensation is discipline specific; PI discretion is permitted within reasonable limits and applies only to grant-funded positions.
- Teaching Support Roles: Due to significant variation in the scope of work, compensation may be set by the department head within reasonable limits. Human

Resources will review and approve requests it determines to be reasonable and will consult with the Provost's Office as appropriate.

- Clinical: Compensation will be addressed under separate clinical compensation framework.

7. Pre-Employment Approvals

Departments must submit a request through PageUp that includes:

- Justification for the position to include description of short-term nature of the role (e.g., leave of absence, project-based work, evaluating organizational structure, etc.)
- Job Description (duties and responsibilities and/or expected deliverables)
- Organizational Chart (excluding teaching and instructional positions)
- Long-term plan for duties (if applicable)
- KFS and Funding Justification

IMPORTANT: No individual may begin working in any capacity prior to formal approval from the Department of Human Resources.