



BOISE STATE UNIVERSITY

University Policy 7650

Compensation

Effective Date

October 26, 2021

Last Revision Date

September 21, 2023

Responsible Party

Human Resources and Workforce Strategy, (208) 426-1616

Scope and Audience

This policy applies to all Boise State University employees. This policy does not apply to the awarding of supplemental pay or the determination of faculty salaries. For supplemental pay, see University Policy 7195 (Supplemental Pay). For determining faculty salaries, see University Policy 4430 (Faculty Salary Determination).

Additional Authority

- Fair Labor Standards Act (FLSA)
- Idaho Code § 59-1603
- Idaho Code § 67-5309
- Idaho Code § 67-5328
- IDAPA 15.04.01.067 and 068
- IDAPA 15.04.01.070 - 073, 075
- Idaho State Board of Education Policy, Section II.B-G
- University Policy 1060 (Non-Discrimination and Anti-Harassment)
- University Policy 7590 (Institutional Base Salary)

- University Policy 7630 (Recruitment and Hiring)
 - University Policy 7640 (Promotions, Transfers, Demotions, and Interim Appointments)
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1. Policy Purpose

To define the types of Compensation Actions and outline the University's guidelines for administering compensation.

2. Policy Statement

Boise State University believes its employees are its most valuable asset and strives to compensate them in a fair and equitable manner based on market and internal factors. The University adheres to the following principles when administering its compensation guidelines:

- Foster understanding of pay decisions and responsible pay practices.
- Maintain a fair and transparent process for compensation decisions.
- Recognize and reward exceptional performance based on an employee's individual achievement and contribution to the growth and success of the University.
- Develop equitable and consistent compensation for work requiring equal skills, abilities, and responsibilities.
- Use competitive salary practices through comparison of appropriate talent markets.
- Support, reinforce, and align compensation decisions with budgetary and financial strategies along with the goal of growth and sustainability.

3. Definitions

3.1 Call-Back

When an Overtime-Eligible Employee has completed a regular work shift and is called back to work.

3.2 Change in Employee Compensation (CEC) Implementation Period

A period beginning in March and ending at the start of the next fiscal year (June for Classified and Professional Employees and July for Faculty).

3.3 Compensation Action

Submission of a request and/or documentation to Human Resources and Workforce Strategy for a new hire's starting compensation; an adjustment to an existing employee's compensation resulting from a position change such as a reclassification, promotion, lateral transfer, demotion, or an interim appointment; a change to an employee's annual base salary due to a merit, temporary merit, market adjustment, or equity adjustment; or the awarding of additional compensation for completing additional duties, achieving incentives or exemplary performance, or recognizing distinguished or special service to the University.

3.4 Credited State Service

Service hours earned by eligible State of Idaho employees. One hour of Credited State Service is earned for each hour worked or for each hour of accrued leave taken.

3.5 Institutional Base Salary (IBS)

Total compensation paid by the University for the duties associated with an employee's appointment during the Base Salary Period regardless of (1) fund source; or (2) whether that employee's time is spent on research, teaching, administration, or service. IBS includes Regular Salary, Administrative Stipends, and Endowed Supplements. IBS excludes Incentive Compensation, Independent Consulting and Outside Employment, Off-Contract Compensation, Supplemental Pay Compensation, Bonuses and awards, honoraria, faculty housing allowances, tuition reimbursements, and all other one-time payments. The Institutional Base Salary is also known as Annual Base Benefit Rate (ABBR).

3.6 Non-Overtime-Eligible Employees

An employee not covered by the federal minimum wage and overtime compensation requirements of the Fair Labor Standards Act (FLSA Exempt). Most Professional Employees are Non-Overtime-Eligible Employees.

3.7 Overtime-Eligible Employees

An employee covered by the federal minimum wage and overtime compensation requirements of the Fair Labor Standards Act. (FLSA Non-Exempt). Most Classified Employees and some Professional Employees are Overtime-Eligible Employees.

3.8 On-Call

When an Overtime-Eligible Employee is required to restrict their whereabouts and activities to be reached (e.g., phone or email) and/or to be available for immediate consultation or return to work, generally within thirty (30) minutes.

3.9 Pay Grade

An established range of compensation based on target markets and positions with work requiring similar knowledge, skill, and ability. Pay Grades contain target ranges designed to distinguish between differing levels of experience, individual contribution, and employee type.

3.10 Regular Position

A position with a Position Control Number (PCN) reportable to the Idaho State Controller's Office that is benefit-eligible including leave accrual.

3.11 Temporary Position

A position without a Position Control Number (PCN) that is non-benefit eligible.

3.12 Workweek

Sunday 12:00 a.m. through Saturday 11:59 p.m.

4. Responsibilities

- a. Departments are responsible for ensuring funding is available for all Compensation Actions.
- b. All Compensation Actions must be sent to Human Resources and Workforce Strategy for review and approval with an effective date no earlier than the beginning of a current or future pay period.

5. Compensation Structure

5.1 Pay Grades

- a. Each Classified and Professional position is assigned a Pay Grade within the University's compensation pay structure.
- b. Classified Employee Pay Grades are based on the Hay job evaluation methodology administered by the Idaho Division of Human Resources.

- c. Professional staff Pay Grades are based on a market-based pay structure.
- d. Faculty Pay Grades are based on CUPA salary survey data.

5.2 Compensation Rates

- a. Minimum Compensation Rate: The lowest compensation rate used only for Temporary or Underfill positions.
- b. Boise State University Minimum Compensation Rate: The lowest compensation rate for Regular Positions.
- c. Midpoint of Pay Grade Compensation Rate: The target market compensation rate for a position in a Pay Grade.
- d. Maximum of Pay Grade Compensation Rate: The highest compensation rate for a position in a Pay Grade.

6. Compensation Determination for Professional and Classified New Hires

- a. For faculty new hires, see University Policy 4430 (Faculty Salary Determination) The target compensation range for a Regular Position is between the Boise State University Minimum Compensation Rate and the Midpoint of Pay Grade Compensation Rate for the position's Pay Grade.
- b. The target compensation range for a Temporary Position is between the Minimum Compensation Rate and the Midpoint of Pay Grade Compensation Rate for the position's Pay Grade.
- c. A Starting compensation rate above the Midpoint of Pay Grade Compensation Rate requires review and approval by Human Resources and Workforce Strategy.
- d. For a starting compensation rate to be below the Boise State University Minimum Compensation Rate, see Section 12 of this policy (Underfill).
- e. The starting compensation rate for the following positions may not exceed the median compensation rate as established by the College and University Professional Association for Human Resources (CUPA-HR), or its equivalent, without prior Idaho State Board of Education approval:

- Dean
 - Associate/Assistant Dean
 - Vice-President
 - President's direct reports
 - Vice-Presidents' direct reports
- f. Geographic pay differentials are not permitted unless required by minimum wage laws.

6.1 Lateral Transfer (Classified Employees)

The compensation rate for a lateral transfer from another State of Idaho agency may be negotiated between the applicant and the hiring manager in consultation with Human Resources and Workforce Strategy.

6.2 Reinstatement (Classified Employees)

- a. The salary of a reinstated Classified Employee is negotiable between the employee and University.
- b. If the pay grade minimum has increased since reinstatement, Human Resources and Workforce Strategy must be consulted for salary treatment.
- c. The rate may not exceed the maximum for the current Pay Grade.

7. Compensation Adjustments for Current Employees

- a. Most compensation adjustments for current employees result in a change to the employee's Institutional Base Salary; however, an employee's Institutional Base Salary may change without an associated position change. Any change must ensure the employee is paid at least the minimum, but not more than the maximum, of the current Pay Grade.
- b. An employee's Institutional Base Salary may not be increased solely as a result of replacing University salary funds with sponsored project funds.

7.1 Change in Employee Compensation (CEC)

- a. CEC is a statewide compensation adjustment approved by the Idaho State Legislature.

- b. A CEC is not guaranteed each year.
- c. If the Idaho State Legislature approves a CEC, it generally encompasses two areas:
 - A change in compensation based on merit and the comparison-ratio (a metric that compares the salary an employee is paid to the midpoint of the position's Pay Grade) and,
 - An upward adjustment to the current Pay Grades.
- d. The University will implement any approved CEC using guidance from the Idaho Division of Financial Management and the Idaho Division of Human Resources. A CEC is generally effective at the start of the new fiscal year and contract periods. Human Resources and Workforce Strategy will develop the University's annual CEC proposal, coordinate its approval by the Division of Financial Management and the Division of Human Resources, and will post information and guidance on the current year's CEC plan to the [Human Resources and Workforce Strategy Website](#).

7.2 Compensation Counteroffers

- a. In limited circumstances, a compensation counteroffer may be used to retain an employee in their current position. A compensation counteroffer may be made in response to an external verified job offer to retain a high-level performer or an employee in a difficult-to-fill and/or highly specialized position.
- b. If the compensation counteroffer is for a position of similar responsibility, and there are available funds, an employee's compensation may be increased to match or exceed the external verified offer.
- c. The compensation counteroffer will become effective the first pay period of the following month.
- d. If the employee's compensation increase creates a pay inequity within the department or unit, an action plan must be created, in consultation with Human Resources and Workforce Strategy, to address the inequity.

7.3 Demotion (Voluntary)

- a. An employee who voluntarily applies for and accepts a position in a lower Pay Grade is not eligible for an increase to the employee's current compensation rate.

- b. The employee's current compensation rate may be decreased if their current compensation will create inequity within the department or unit or will exceed the maximum of the new Pay Grade.
- c. The employee's current compensation rate will not change if it does not create inequity and falls within the new Pay Grade.

7.4 Demotion (Involuntary)

A supervisor must consult with Human Resources and Workforce Strategy to determine the appropriate compensation for an involuntary demotion.

7.5 Faculty Administrative Stipend

A Faculty member may be eligible to receive a payment (Faculty Administrative Stipend) for performing administrative duties on a temporary basis such as chairing a department or directing a program. A Faculty Administrative Stipend is a component of a Faculty member's Institutional Base Salary.

7.6 Failure to Complete Promotional Probation (Classified Employees)

The employee's hourly compensation rate will revert to their compensation rate held before the promotion (plus any subsequent CEC or other approved rate adjustments for which the employee would have been eligible).

7.7 Lateral Transfer (Classified Employees)

A compensation rate increase or decrease may only be made if the duties of the new position are substantially different and approved by Human Resources and Workforce Strategy.

7.8 Market/Equity Adjustments

- a. A market/equity adjustment addresses a compensation inequity due to internal or external market impacts, and/or to correct an inequity among positions of comparable value within the University (e.g., equivalent knowledge, skill, ability, and responsibilities).
- b. A market/equity adjustment must not be used to compensate an employee for an increase in workload, responsibilities, longevity, or for a geographic pay differential.
- c. Any request for a market/equity adjustment must include a written justification and must be reviewed and approved by Human Resources and Workforce Strategy. If the adjustment is

greater than twenty-five percent (25%) of the employee's current compensation, the adjustment must be approved by the Provost, the appropriate Vice President, or the President.

- d. Generally, an employee may not receive a market/equity adjustment during the Change in Employee Compensation (CEC) Implementation Period. Exceptions may be approved by the appropriate Vice President or the President. Generally, CEC will be applied to an employee's base salary prior to market/equity adjustments, unless otherwise approved by the Vice President or the President.

7.9 Merit Increase

- a. A merit increase may be awarded to an employee who meets one or more of the following documented criteria:
 - A current performance evaluation rating of "Achieves Performance Standards" or better.
 - Contribution that is consistently above what is normally expected and required of the position.
 - Expanded responsibilities.
- b. Any request for a merit increase must include a written justification and must be reviewed and approved by Human Resources and Workforce Strategy. The requested increase must also be approved by the Provost, the appropriate vice president, or the President in the following circumstances:
 - The requested increase is greater than twenty-five percent (25%) of the employee's current compensation.
 - The requested increase is for a Classified employee who is on entrance, voluntary, or promotional probation (first 1,040 hours worked). Generally, a merit increase will not be approved for a Classified employee on probation.
- c. A merit increase will generally be awarded no more than once in any fiscal year. Occasionally, based on a legitimate business need, such as a significant reorganization in the department, a merit increase may be awarded more often; however, absent extraordinary circumstances, merit increases must not be awarded less than six (6) months apart.

- d. Additional information can be found on the Managing Pay within Grade Tool on the [Human Resources and Workforce Strategy Website](#).

7.10 Pay Line Move (Classified and Professional Employees)

A pay line move is a movement upward of the entire pay schedule. If a pay line move is approved by the Idaho State Legislature, any employee with a compensation rate that falls below the new minimum rate for their pay grade will receive a compensation adjustment to at least the pay grade's new minimum compensation rate. An employee is eligible for a pay line move regardless of their performance evaluation rating.

7.11 Promotion (Classified and Professional Employees)

An appropriate compensation rate within the new Pay Grade will be determined based on the employee's skill, knowledge, ability, experience, performance, degree of increase in responsibilities, current compensation rate relative to other employees in the new Pay Grade, and ability to perform the duties of the new position. Any promotional increase above the Midpoint of Pay Grade Compensation Rate must be reviewed and approved by Human Resources and Workforce Strategy.

7.12 Reclassifications (Classified and Professional Employees)

- a. A reclassification may be required if there is a substantive change in the duties and responsibilities of a position such as changes in the organization, type of work, staffing requirements, technology, or when the classification (title, Pay Grade, or status) assigned to the position is incorrect based on the actual position duties. The position keeps the same PCN.
- b. A reclassification does not always result in a compensation increase or decrease. Considerations are:
 - Internal equity
 - External market equity
 - Complexity and/or scope of duties and responsibilities
- c. No reclassifications may occur during a Change in Employee Compensation (CEC) Implementation Period unless required for a Classified Employee under IDAPA 15.04.01.067.

8. Temporary Compensation Adjustments for Current Employees

8.1 Acting Appointments (Classified Employees)

For any Credited State Service in which a Classified Employee serves in a classification in an acting appointment, the employee will receive the salary for the classification as though they had been promoted.

8.2 Interim Appointments (Professional Employees and Faculty)

- a. An employee serving in an interim appointment should generally receive an increase to their base salary rate. If an increase is given, the interim rate should not exceed 95% of the rate of the person holding the position immediately before the need for an interim appointment. The interim rate increase should be based on the employee's experience, expertise, and unique skills related to fulfilling the duties of the interim appointment.
- b. Compensation for the employee will revert to the rate of pay received in the position held before the interim appointment (plus any subsequent CEC or other approved rate adjustments for which the employee would have been eligible).

8.3 Temporary Merit Increase (Classified Employees)

- a. Only Classified Employees may be granted temporary merit increases (see Section 9.7 of this policy for Professional Employee Extra Service Pay and see University Policy 7195 - Supplemental Pay).
- b. A temporary merit increase is a short-term, non-permanent increase to an employee's Institutional Base Salary and may be granted to recognize and compensate an employee for short-term work assignments.
- c. A temporary merit increase cannot be given in lieu of a performance bonus. Using a temporary merit increase to circumvent the \$2,000 performance bonus maximum is prohibited (see Section 9.4 - Performance Bonuses). The following conditions apply to all temporary merit increases:
 - An employee receiving a temporary merit increase must acknowledge in writing that the increase is temporary and their salary will be returned to the previous rate of pay at the completion of the temporary merit increase period.

- Any permanent merit increase awarded while the employee is receiving a temporary merit increase will be calculated and applied to the employee's base rate of pay without consideration of the temporary merit increase.
 - A temporary merit increase must be awarded for at least two (2) full pay periods and generally for no more than six (6) months, or thirteen (13) pay periods in duration.
- d. A temporary merit increase form must be signed by the employee and the supervisor and submitted to Human Resources and Workforce Strategy prior to the effective date of the increase. The temporary merit increase form is available by request from Human Resources and Workforce Strategy.
 - e. An employee who separates from employment while receiving a temporary merit increase will be paid the temporary pay rate through their separation date. Any accumulated leave payout (unused vacation/annual and compensatory leave, if eligible) will be paid at the employee's regular pay rate.
 - f. An employee receiving a temporary merit increase at the time of retirement and who uses their sick leave to pay their medical insurance premiums will have their sick leave conversion calculated at their regular pay rate.

9. Additional/Extra Compensation for Current Employees

9.1 Faculty Incentive Pay Program

- a. The Faculty Incentive Pay Program recognizes and rewards recipients of external funds for enhancing research, scholarship, service and creativity; promoting best practices in teaching and learning; and implementing other program improvements that advance the mission of the University.
- b. The following minimum criteria must be met to participate in the program:
 - The participant must be a Boise State University clinical faculty, tenure-track/tenure-eligible, or tenured Faculty member serving as a principal investigator or co-principal investigator on an externally-sponsored project.
 - A portion of the participant's Institutional Base Salary must be paid from State appropriated funds.

- An individual who is split-funded from appropriated and other sources is eligible to participate in that portion of their salary supported by appropriated funds.
- A complete description of the program and requirements can be on the [Research and Economic Development Website](#).

9.2 Honorarium

- a. Compensation in recognition of special or distinguished service performed for the University. Recognized activities may include a lecture or seminar, a concert, speaking engagement, or appraisal of a manuscript for professional publication.
- b. Payment of an honorarium may not be made for the following:
 - Independent consultant services;
 - Independent contractor services;
 - Teaching a summer session or Extended Studies courses;
 - Performing research or other work that is considered regular duties of an employee; or
 - Human subject research participants.

9.3 Incentive Pay

Incentive pay is compensation provided to an employee for meeting certain performance goals (primarily athletic coaches), which is outlined in the employee's offer of employment.

9.4 Performance Bonus

- a. A performance bonus is a lump sum which may be awarded to an employee for exemplary performance.
- b. Before requesting approval, the supervisor must submit a written document supporting the performance bonus request to Human Resources and Workforce Strategy for review.
- c. The employee must have a current performance evaluation rating with an overall rating of "Achieves Performance Standards" or better.

- d. Human Resources and Workforce Strategy may authorize multiple performance bonuses for the same employee during the course of a fiscal year. The maximum total amount any Classified employee may be awarded per fiscal year is \$2,000.

9.5 Recruitment Bonus

- a. For a position that a supervisor, in consultation with Human Resources and Workforce Strategy, determines to be critical or difficult-to-fill, the supervisor may negotiate a lump-sum recruitment bonus with a Final Candidate to be paid after at least six (6) months of satisfactory performance.
- b. Prior to negotiating a recruitment bonus, the supervisor must submit a written document supporting the recruitment bonus request to Human Resources and Workforce Strategy for review.
- c. The Final Candidate must agree to and sign a Recruitment Bonus Memorandum of Agreement prior to, or in conjunction with, a conditional offer of employment being extended. The Recruitment Bonus Memorandum of Agreement is available by request from Human Resources and Workforce Strategy.
- d. The Recruitment Bonus Memorandum of Agreement must include the following:
 - The details outlining the amount of the recruitment bonus and the agreed-upon length of time (a minimum of six (6) months) that the employee must continue employment after receipt of the bonus.
 - A provision that a recruitment bonus will be paid to the employee after at least six (6) months of satisfactory continued employment.
 - Verbiage outlining how the bonus will be repaid if the employee voluntarily or involuntarily resigns during the designated period of time after receipt of the bonus.
 - A statement that the University is authorized by law to pursue legal remedies to recoup all or part of the recruitment bonus in the event an employee resigns prior to the agreed-upon date. Remedies include, but are not limited to deducting the bonus amount from an employee's accrued vacation/annual leave funds.
- e. All Classified Employees must be new hires by the University (transfers, demotions, promotions, reinstatements, and rehires are ineligible for a recruitment bonus). Professional staff must generally be new hires to be eligible for a recruitment bonus; however, an

exception may be made if approved by the President or appropriate Vice President for hard to fill professional positions.

- f. Only one recruitment bonus may be paid to an employee.
- g. The maximum recruitment bonus amount for a Classified Employee is \$5,000.
- h. The recruitment bonus amount for a Professional Employee is determined by the supervisor in consultation with Human Resources and Workforce Strategy.

9.6 Retention Bonus (Classified and Professional Employees)

- a. To retain an employee in a position designated as critical or difficult-to-fill, a supervisor may negotiate with an employee for a lump-sum bonus.
- b. To be eligible to receive a retention bonus, an employee must have at least six (6) months of satisfactory performance.
- c. Prior to negotiating a retention bonus, the supervisor must submit a written document supporting the retention bonus request to Human Resources and Workforce Strategy for review.
- d. The employee must agree to and sign a Retention Bonus Memorandum of Agreement. The Retention Bonus Memorandum of Agreement is available by request from Human Resources and Workforce Strategy.
- e. The Retention Bonus Memorandum of Agreement must include the following:
 - The details outlining the amount of the retention bonus and the agreed-upon length of time (a minimum of six months) that the employee will continue employment after receipt of the bonus.
 - Verbiage outlining how the bonus will be repaid and collected if the employee voluntarily or involuntarily resigns during the designated period of time after receipt of the bonus.
 - A statement that the University is authorized by law to pursue legal remedies to recoup all or part of the retention bonus in the event an employee resigns prior to the agreed-

- upon date. Remedies include, but are not limited to deducting the bonus amount from an employee's accrued vacation/annual leave funds.
- f. Only one retention bonus per fiscal year may be paid to an employee.
 - g. The maximum amount for a retention bonus is \$5,000 for Classified Employees.
 - h. The retention bonus amount for a Professional Employee is determined by the supervisor in consultation with Human Resources and Workforce Strategy.

9.7 Supplemental Pay/Extra Service Pay

An employee asked to perform activities not directly related to their recognized institutional duties, or that significantly increase the recognized institutional duties for a fixed period of time, may qualify for Supplemental Pay/Extra Service pay (see University Policy 7195 - Supplemental Pay).

10. Holiday Compensation

- a. Employees in Regular Positions are entitled to receive compensation for recognized holidays (for a list of recognized holidays, see University Policy 7620 - Time Away From Work).
- b. Holiday compensation is calculated based on the employee's standard scheduled hours worked. An employee receives holiday compensation in accordance with the number of hours the employee works on a regular workday. If the employee's schedule is irregular and a regular workday cannot be determined, the employee will receive eight (8) hours of holiday compensation.
- c. An employee cannot be in a leave-without-pay status during a pay period in which a holiday occurs and receive compensation for only the holiday.
- d. A part-time employee who has a regular work schedule is paid for a holiday in the same ratio as eight (8) hours is to a forty (40) hour work week, which for calculation purposes converts to two tenths (0.2) x hours normally worked.
- e. For an employee working a non-required flex schedule, flex time is suspended during the holiday week(s).
- f. An employee's work schedule must not be adjusted to reduce or avoid compensation of holiday, sick, or military leave taken.

- g. For Non-Overtime-Eligible Employees working on a holiday, see Overtime Compensation in Section 13.4 of this policy.

11. Reinstatement after Layoff (Classified Employees)

- a. An individual or previous employee reinstated from a reemployment preference hiring list will receive the same salary and permanent status held prior to layoff.
- b. If the pay grade minimum has increased since reinstatement, Human Resources and Workforce Strategy must be consulted for salary treatment.
- c. The rate may not exceed the maximum for the current Pay Grade.

12. Underfill Appointments (Professional Employees)

- a. The target compensation range for an underfill appointment must be between the Minimum Compensation Rate and the Boise State Minimum Compensation Rate. The starting compensation rate requires review and approval by Human Resources and Workforce Strategy.
- b. An underfill plan must be created by the department and reviewed by Human Resources and Workforce Strategy. Human Resources and Workforce Strategy will assist the hiring manager with the development of an appropriate underfill plan.
- c. Upon successful completion of the underfill plan requirements, the employee's salary will be raised to the Boise State Minimum Compensation Rate for the original, posted position.

13. Special Compensation for Overtime-Eligible (Hourly) Employees

13.1 Call-Back Time

- a. An employee who is not On-Call, but who is called back to work after completing a shift before the employee's next scheduled shift, is considered to be in Call-Back status. If an employee who is called back works less than two (2) hours, the employee's time is recorded/credited and compensated as a minimum of two (2) hours of time worked. Call-Back time is considered actual time worked for the purpose of the FLSA.

- b. Travel time between an employee's home and University premises, if called back, is considered time worked. Travel time will count toward the two (2)-hour minimum Call-Back time.
- c. All Call-Back time worked must be reported at the beginning of the employee's next workday to their immediate supervisor. The supervisor must ensure the Call-Back time is documented and coded appropriately on the employee's time record.
- d. Falsification of Call-Back time is grounds for discipline, up to and including dismissal from employment.

13.2 Compensatory ("Comp") Time

- a. Compensatory Time is a leave by which an Overtime-Eligible Employee accrues time off in lieu of overtime compensation. Compensatory Time may be provided in lieu of overtime compensation as determined by the supervisor or manager.
- b. The requirement to compensate (Overtime Compensation or Compensatory Time) for overtime worked may not be waived by an agreement between an employee and a supervisor.
- c. To avoid overtime accrual, a supervisor may alter the employee's work schedule within one (1) normal Workweek to the extent that the employee may take an equal amount of time off within the same Workweek (e.g., an employee can take four (4) hours off Friday because the employee worked four (4) extra hours on Tuesday of the same Workweek).
- d. For Classified FLSA non-exempt hourly employees, Compensatory Time is calculated at the rate of one and one-half hours (1 ½) for each hour worked over forty (40) hours within a Workweek.
- e. Compensatory Time earned July 1 through December 31, and not used by the last day of the fiscal year (June 30) of the following year, is paid in the first paycheck in July of that year. Compensatory Time earned January 1 through June 30 and not used by the last pay date of the calendar year (December 31) is paid in the first paycheck in January of the following year. (Dates mentioned in this section may vary slightly based on pay period start and end dates. Employees may refer to the [Payroll Calendar](#) for exact dates.)

- f. Compensatory Time not yet taken at the time of transfer to another State agency/institution, or upon separation from State service, is paid at the time of such transfer or separation by regular payroll cycle.
- g. The Compensatory Time accrual limit is two-hundred forty (240) hours. No Compensatory Time may accrue beyond the two-hundred forty (240)-hour maximum; instead, it must be paid in the regular payroll cycle.
- h. For Classified FLSA exempt hourly employees, Compensatory Time is calculated at a one-to-one, hour-to-hour ratio for each hour worked over forty (40) hours within a Workweek. Such Compensatory Time will accrue on an hour-to-hour basis to a maximum of two-hundred forty (240) hours and is not transferable to another State agency. Upon separation any compensatory leave balances are forfeited and not eligible for cash payout.

13.3 On-Call Time

Due to the nature and scope of activities at the university, certain employees may be required to be “On-Call,” available and prepared to report to work outside of normal working hours.

- a. An employee who is On-Call must maintain an appropriate physical condition that enables them to work at any time while they are On-Call.
- b. An employee who is On-Call does not need to remain at home and is generally free to engage in their own pursuits. However, the employee must be quickly reachable by cell phone or other communication method, and typically must be able to arrive at the worksite within thirty (30) minutes but no more than one (1) hour of being called back.
- c. If the employee cannot be reached during their assigned On-Call time, the On-Call hours will not be compensated and it may be considered grounds for discipline, up to and including dismissal from employment.
- d. On-Call time for Overtime-Eligible Employees is compensated or accrued as On-Call Hours Earned at the rate of five (5) hours for five (5) consecutive weekday nights (Monday through Friday) and two (2) hours for each full twenty-four (24)-hour weekend day or holiday. Temporary Employees may only receive compensation for On-Call hours and are not eligible to accrue On-Call Hours Earned.
- e. An employee in a Regular Position may request to be compensated for On-Call hours rather than accrue On-Call Hours Earned; however, the final decision rests with the supervisor or manager in consultation with Human Resources and Workforce Strategy.

- f. An employee may accrue no more than one-hundred (100) On-Call hours as On-Call Hours Earned. Credited State Service is earned for On-Call hours when taken as On-Call Hours Earned, not when the On-Call hours are accrued.
- g. An employee who is Called-Back to respond to an emergency work situation, or who needs to report to work, will be paid for the actual time worked (see Section 13.1 – Call-Back Time).
- h. Responding to work telephone calls/communications while On-Call is considered time worked. The length and subject matter of each communication must be documented.
- i. On-Call hours accrued July 1 through December 31, and not used by the last day of the fiscal year (June 30) of the following year, are paid in the first paycheck in July of that year. On-Call hours earned January 1 through June 30 and not used by the last pay date of the calendar year (December 31) are paid in the first paycheck in January of the following year. (Dates mentioned in this section may vary slightly based on pay period start and end dates. Employees may refer to the [Payroll Calendar](#) for exact dates).
- j. On-Call hours accrued but not yet taken at the time of transfer to another State agency/institution, or upon separation from State service, are paid at the time of such transfer or separation by regular payroll cycle.
- k. A supervisor may require an employee to use any accrued On-Call hours to avoid a budgetary impact of a payout.
- l. Falsification of On-Call time is grounds for discipline, up to and including dismissal from employment.

13.4 Overtime Compensation

- a. Classified Employees and some Professional Employees are Overtime-Eligible Employees. Most Professional Employees are FLSA Exempt and are not eligible for overtime compensation.
- b. Overtime is actual time worked by Overtime-Eligible Employees in excess of forty (40) hours in a period of one (1) Workweek.

- c. For Overtime-Eligible Employees who are FLSA Non-Exempt, overtime compensation is calculated at the rate of one and one-half hours (1 ½) for every hour worked over forty (40) in a Workweek.
- d. For Classified FLSA Exempt hourly employees, overtime is calculated at a one-to-one, hour-to-hour ratio (straight) time for overtime worked.
- e. Vacation/annual leave, sick leave, compensatory time, or On-Call time may not be utilized to earn overtime compensation (i.e., if that time will result in compensation - or time accrued - in excess of compensation from the employee's normally scheduled Workweek).
- f. Overtime compensation is paid for hours actually worked on a holiday or the official day observed in lieu of a holiday.
- g. An employee must have prior authorization from their supervisor to work overtime; however, any overtime that is worked must be compensated.
- h. It is considered cause for discipline, up to and including dismissal from employment, to work overtime and not report the time, to work overtime without prior authorization from the supervisor, or for a supervisor to forbid an employee from reporting overtime or waive it by agreement.
- i. To avoid overtime accrual, a supervisor may alter the employee's work schedule within one normal Workweek to the extent that the employee may take an equal amount of time off within the same Workweek (e.g., an employee can take four (4) hours off on Friday because the employee worked four (4) extra hours on Tuesday of the same Workweek).

13.5 Shift Differential

- a. A shift differential is an additional 5% of the employee's base compensation rate paid to an Overtime-Eligible Employee (including temporary or part-time) who works specific, designated hours between 6:00 p.m. and 7:00 a.m. more than 50% of the assigned Workweek.
- b. The shift differential rate is calculated for all hours reported in that Workweek, including holiday compensation, overtime, On-Call, and accrued leave hours reported.

- c. An employee whose primary responsibility is to work in place of an absent employee, and whose assigned schedule varies from nights, days, and/or swing shift, is eligible for shift differential compensation for all hours worked.
- d. Shift differential compensation does not apply to flex schedules and/or compressed Workweeks if the employee's standard schedule is during non-differential eligible hours, and the schedule is a result of an employee's request or preference.

14. Related Information

Faculty Incentive Pay Program

<https://www.boisestate.edu/research/research-programs/faculty-incentive-pay-program/>

Managing Pay within Grade Tool on the Human Resources and Workforce Strategy website.

<https://www.boisestate.edu/hrs/managing-pay-within-grade-tool/>

Payroll Calendar

<https://www.boisestate.edu/hrs/payroll/payroll-and-holiday-calendars/>

University Policy 4430 (Faculty Salary Determination)

University Policy 7195 (Supplemental Pay)

University Policy 7620 (Time Away From Work)

Revision History

July 22, 2022; August 29, 2022; February 03, 2023; September 21, 2023