

444-08 REPORTING HOURLY WORK IN A LUMP SUM POSITION—PROCEDURE

1. PURPOSE

Product producing work positions at the College are paid in the form of a lump sum upon completion of the task(s)(i.e. Curriculum Development). In order to comply with federal law, the College must allocate an assumption of hours worked over the course of the project.

2. PROCEDURE

When supervisors complete the Personnel Action Form (PAF) for any job that will be paid lump sum (payable upon completion of task), they must also include the amount of hours that the job will require. This assumption has been developed based on the average number of hours a project should take to complete. Individual hours may vary by employee, but compensation and approval is based on this average and any employee accepting lump sum project employment agrees to this assumption for both payment and hour allocation. Hours are always assumed to take place evenly over the weeks worked. The pay is given at the end of the completed task in a lump sum.

The following positions are approved to be paid as lump sums:

- EDD Instruction
- CARE Instruction
- Fire Science Hazardous Materials Instruction
- Dual Enrollment Instruction
- Course Design/Curriculum Development

Timesheets are required for all other part-time positions. An exception may be made on submitting a timesheet if all the hours will be completed in a single day.

3. BACKGROUND

1. References: Patient Protection and Affordable Care Act (Pub.L.111-148, 124 Stat.119), Arizona State Retirement System (<https://www.azasrs.gov/>)
2. Revision History: 08/12/15 (new)
3. Legal Review: 06/16/15
4. Sponsor: Human Resources