



*University Staff/American Federation of State, County  
and Municipal Employees AFL-CIO (AFSCME)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
PROJECT-BASED PAY (AFSCME)	November 14, 2008	1725.250

**POLICY STATEMENT (R\*)**

Project-based pay is a lump sum amount payable upon the successful completion of a special project or assignment of significance that is in addition to the employee’s regularly assigned duties.

The amount of the project-based pay may not exceed \$5,000 or 10 percent of the employee’s salary, whichever is greater. Decision about the amount of the lump sum payment should be dependent upon the nature and complexity of the project.

Recommendation for the amount is to be requested by the respective department with approval by Human Resources. These types of payments for non-exempt employees must be included as part of the employee’s regular pay when calculating overtime pay.

**REASON FOR POLICY (O\*)**

To establish guidelines for rewarding employees for the successful completion of a special project or assignment.

**HISTORY (R\*)**

Adopted: September 22, 2006; Readopted: November 14, 2008.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Human Resources  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Compensation Administration  
Division of Human Resources  
11200 S.W. Eighth Street, PC 226  
Miami, Florida 33199  
Telephone: (305) 348-2181

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**\*R = Required \*O = Optional**