



*University Staff (non-bargaining unit faculty and employees)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
PROJECT BASED PAY	July 2005	1710.265

**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.

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

Division of Human Resources  
Florida International University

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

Compensation Administration  
Florida International University  
11200 S.W. Eighth Street - PC 226  
Miami, Florida 33199  
Telephone: (305) 348-2181

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