

The Research Corporation of the University of Hawaii



Human Resources Department

Addendum to RCUH Policy #3.360 – Performance Based Compensation Policy

RCUH Exceptional Pay Allowance

This is only applicable under unique and exceptional circumstances, which requires a deviation of the RCUH Policy #3.360 – Performance Based Compensation Policy. The RCUH recognizes there may be exceptional circumstances to warrant an “exceptional pay allowance” that may exceed the limits of the applicable salary range and/or compensation allowances.

Administration of Exceptional Pay Allowance:

1. Request and Justification for Exceptional Pay Allowance: The Principal Investigator will provide the RCUH Director of Human Resources with a written justification to exceed the established RCUH compensation policy (#3.360 – Performance Based Compensation Policy). The facts and circumstances must be considered unique (i.e., one of a kind, time sensitive, or other unique circumstances) and exceptional (i.e., Principal Investigator has explored all options and alternatives and no other existing RCUH policy will provide a means to address this situation) to warrant a deviation from the RCUH policy or at the discretion of the RCUH Director Human Resources, the request will be denied.
2. Duration – Short-Term/Fixed Period: The Exceptional Pay Allowance will be used only for a short-term/fixed period situation. At no time will the Exceptional Pay Allowance exceed a period of six (6) months commencing from the effective date of issuance. There will be no extensions allowed.
3. Subject to periodic review for continuance or revocation: The facts and circumstances that necessitated the Exceptional Pay Allowance may change, which will necessitate a review. As needed, the RCUH Director of Human Resources will require the Principal Investigator to justify the continuance of the allowance. The RCUH Director of Human Resources may revoke the allowance if there is insufficient justification to continue the Exceptional Pay Allowance.