

By Agreement (BYA) Guidelines

BYA is appropriate for specific task related work. There are no hours tracked with work done. An employee is paid a flat rate for the job done. BYA is not to be used to avoid tracking of time for non-exempt employees. The title codes listed below are the only title codes which can have a BYA DOS code and are subject to prior approval by Staff Human Resources. The areas in which it is appropriate to pay BYA are:

- Arts Division (includes Sr. Musicians, TC 9995 Unclassified)
- Graduate Division (TC 9995 Unclassified)
- Shakespeare Santa Cruz (TC 9995 Unclassified)
- OPERS (TC 4005 – Head Coach; TC 4006 – Coach/Specialist; TC 4007 – Assistant Coach; TC 4011 Recreation Program Instructor)
- Physical and Biological Sciences (PBSCI) for West Nile Virus Study (TC 9995 - Unclassified) and for the Santa Cruz Predatory Bird Research Group (TC 9947 – Nest and Hack Site Attendant)
- Student Government (TC 4329 – Appointed Official, Student Activities; TC 4331 – Elected Student Government Officer)
- Student Assistants (TC 4919, 4920, 4921)

Approvals:

- BYA (for one-time payment/additional pay) may only be used with SHR Sr. HRP approval for current staff employees.
- SHR Classification Analysts will approve BYA positions for recruitments.
- Career Center approves BYA one-time payment/additional payment for students.

EXAMPLES

BYA Appointments:

1. An employee is hired into a production support staff position for Shakespeare Santa Cruz for \$800. This would be paid by setting up an **appointment** in PPS and using the Unclassified title code with the BYA DOS code.
2. An employee is asked to capture, identify, dissect and pool mosquitoes, sample ticks, and assist with bird and mammal trapping and enter data for PB Science. The jobs are located in Virginia, Maryland, and Washington D.C. and employees are paid \$1,400. This would be paid by setting up an **appointment** in PPS and using the Unclassified title code with the BYA DOS code.

BYA One-Time Pay

1. A recreation instructor at OPERS is asked to teach a half-day team building course for SHR for \$100. This would be paid BYA in the Recreation Program Instructor title code as **one-time pay** using the Request for Additional/One-Time Payment to UCSC Employee.
2. A Shuttle Driver with TAPS who is also a well known photographer is asked to photograph the historic buildings on campus for an article for \$1000. This would be paid BYA in the Unclassified title code as **one-time pay** using the Request for Additional/One-Time Payment to UCSC Employee.

For more examples, please see: <http://purchasing.ucsc.edu/forms/SB1467PaymentMethods.pdf>

Payment Authorization Process for One-Time Pay:

Request for Additional/One-time Payment to UCSC Employee:

<http://shr.ucsc.edu/forms/forms/shr-2040.doc>