

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
Supplemental Pay Policy
Policy #627

Source of Authority: *UNC Policy Manual* § 300.2.13

Revision Authority: Board of Trustees

History: **First Issued:** February 17, 2011

Related Policies: *UNC Policy Manual* § 300.2.13
Compensatory Time Policy #602;
Conflicts of Interest (Employees) Policy #603;
Dual Employment Policy #606;
External Activities for Pay Policy #610;
Foundation Funds Use Policy #202;
Faculty Reassigned Time Policy #611;
Management Flexibility Policy #617;
Occasional or Sporadic Employment Policy #621;
On-Call & Emergency Callback Policy #622;
Overtime Policy #623;
Payroll Policy #307;
Secondary Employment Policy #626

Responsible Offices: Human Resources Department

Effective Date: February 17, 2011

I. Purpose

This policy addresses temporary increases in responsibility during the employee’s normal work hours or appointment period, and extra duties performed outside the employee’s job description and outside of normal work hours or extra duties that add extra work hours in addition to those spent on assigned job duties.

II. Scope

This policy addresses supplemental payments to all EPA employees.

III. Definitions

- A. **“Exceptional Circumstances”** include additional teaching duties consisting of one or more courses, additional non-teaching program activities and internally funded projects (including Kenan funded projects), and special, temporary or acting administrative assignments.
- B. **“Period of Appointment”** means the time for which an employee is engaged, including all formal holidays and interludes during which no classes are scheduled.
- C. **“Salary”** means the full compensation to be paid during the period of appointment or employment, including recognized holidays and breaks.

IV. Policy**A. Generally**

1. Employees may only receive their salary during the period of appointment for performing duties that are generally related to the position to which the employee is appointed.
2. The period of appointment includes all formal holidays and interludes during which no classes are scheduled.
3. Regardless of the salary source, total compensation paid to full time employees during the period of appointment cannot exceed the authorized salary amount except as provided in this policy.
4. With appropriate approvals, part-time employees may increase their commitment up to full-time with additional compensation.
5. The work commitment of an individual may never exceed full-time commitment unless specifically authorized as an exception under this policy.
6. Under exceptional circumstances, a faculty member may receive supplemental pay for performing tasks that are clearly outside their assigned duties or job description at UNCSA that
 - a. are performed outside the employee's normal working hours; OR
 - b. add extra hours to the hours spent on existing job duties.
7. Supplemental pay is not considered to be a bonus but is considered to be compensation for duties clearly outside the normal scope of work.

B. Additional Teaching Assignments

1. Faculty Members may receive supplemental pay for additional teaching duties if compensation through release time in subsequent terms is not available.
2. EPA-NT
 - a. EPA-NT employees may accept an UNCSA teaching assignment for supplemental pay if the following conditions are met:
 - i. The teaching assignment is not within the reasonable scope of the employees regular responsibilities;
 - ii. Any potential conflict of interest or conflict of commitment between the temporary teaching and the regular duties has been reviewed and appropriately addressed;
 - iii. The teaching duties are performed outside the employee's regular duties;
 - iv. The assignment is approved by the Chief Academic Officer and the appropriate dean.
 - b. Additional compensation will not be paid if the employee's regular responsibilities are reduced by the percentage necessary to accommodate the teaching and educational administrative responsibilities.

C. Additional Non-Teaching Program Activity

1. Only in extraordinary, extenuating circumstances, EPA employees may receive supplemental pay for program or performance activities that are unrelated to the employee's normal duties.
2. Additional non-teaching activities must not interfere with the employee's normal duties and must be carried out at times other than during the normal working hours established for the employee's full-time employment responsibility.
3. Supplemental pay for Non-teaching program activities must be approved in advance by:
 - a. the employee's supervisor;
 - b. The employee's dean or department head; AND
 - c. the CAO or COO.
4. Externally funded contract and grant projects are not eligible for supplemental payment.
5. Release time should be provided to allow employees to fulfill the program activity if written into the grant proposal. otherwise, time devoted to the program activity will be considered in-kind support
6. Guidelines provided by the funding agency, the State Budget Office, and the Office of State Personnel must be followed in awarding compensation to employees.

D. Special, Temporary, or Acting Administrative Assignments

1. Employees may assume administrative duties for which supplemental payment, usually in the form of a stipend, is available.
2. Interim and acting appointments to a higher level of administrative responsibility may also be compensated by a temporary stipend.
3. Normally, such administrative assignments and compensation will be reflected in the BD-119 prepared in August.

V. Revision History

- A. February 17, 2011 – Adopted by Board of Trustees as part of UNCOSA Policy Manual

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
Supplemental Pay Procedures
Procedure #627

I. Rates & Limits on Supplemental Pay. Payments made to employees for additional work approved pursuant to this Policy should be based on the salary authorized in the current BD-119.

II. Process

- A. The following steps must be completed and documented in advance of initiating performance of the work for which supplemental pay will be awarded:
 - 1. Task requested and the expected outcome must be described in detail including course, title and credit hours if teaching;
 - 2. The estimated duration of the work must be reasonable and justifiable;
 - 3. All requests must be set forth in writing and approved by those individuals outlined in Article IV of this procedure;
 - 4. Requests must be submitted on the Supplemental Pay Form;
 - 5. All requests must have funds identified and approved by Budget prior to the work being performed; AND
 - 6. A final copy of the approved request form has been sent to Human Resources in order to implement with payroll.
- B. Documentation for such actions is to be maintained in the employee's personnel file for a period of five years.

III. Timing of Requests

- A. Requests for supplemental payments for additional work should be made on the Supplemental Pay Form in advance of initiation of the work for which supplemental pay will be awarded.
- B. The project duration, compensation rates, and timing of payment must be resolved prior to the beginning of the work for which supplemental pay will be awarded.
- C. The school or division requiring the additional work must initiate the request stating the nature and duration of the work and the number and timing of payments and send the request to the employee's dean or department head for approval.
- D. The employee's dean or department head shall then submit the Supplemental Pay Form stating the justification for supplemental pay in advance of the start of the work.

IV. Approvals

- A. Requests for payment for additional work must be approved by the
 - 1. dean or department requesting the additional work;
 - 2. the faculty member's dean or department head; AND

3. the Chief Academic Officer or Chief Operating Officer.
- B. .These approvals are indicated by their signature on the Supplemental Pay Form.
- C. The employee's total time commitments on institutional as well as external professional activities will be considered in making a determination to approve a request.

V. Methods of Payment & Deductions

- A. Payment will be processed as compensation to employees, not as payments to independent contractors, through the payroll system and will have federal and state taxes and other appropriate deductions withheld.
- B. Payments will be identified (to the extent the payroll system will permit) as supplemental pay above the amount paid as base salary.
- C. Mandatory employer contributions for fringe benefits must be funded from the same source as the additional compensation.