

APPENDIX S

The UNC Policy Manual
300.2.13
Adopted 03/18/05
Amended __/__/24

**Supplemental Pay Policy for Employees Exempt from the
North Carolina Human Resources Act,**

I. Purpose. This policy addresses supplemental payments to faculty, SAAO, and EPS employees. The UNC System Office and each constituent institution must have policies or regulations in place that clearly address the requirements and procedures for special payments. The Supplemental Pay Policy is intended to address two situations:

- A. Temporary increases in responsibility during the employee’s normal work hours or contract period.
- B. Extra duties outside the employee’s job description that are performed outside of normal work hours or that add extra work hours in addition to those spent on normal job duties.

Supplemental pay is not a bonus for performance. Employees who are eligible for overtime under FLSA regulations must not be given supplemental pay in lieu of overtime.

II. The Supplemental Pay Policy should address the following:

- A. Types of assignments, including faculty overloads, special or temporary administrative assignments, and SAAO and EPS teaching assignments.
- B. Procedures for requesting temporary pay.
- C. Limits on overload time or length of assignment; and.
- D. Compensation guidelines, including any limits on the amount of pay.

III. The following steps must be completed and documented before a supplemental payment can be made:

- A. The employee’s supervisor must submit a written request stating the justification for supplemental pay in advance of the start of the special assignment.
- B. The request must clearly identify the activities covered, the relationship of the activities to normal job responsibilities, the expected duration, and the basis for determining the one-time or periodic supplemental payment.
- C. The request must be made to the appropriate administrator (Provost/Vice Chancellor, Department Head, Dean, Vice President, etc.)

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D. The approved request must be submitted to Human Resources or EHRA Personnel Administration for final review and processing and submitted to the UNC System Office for approval if required by policy or regulation.

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E. Documentation of supplemental payments must be maintained in the employee's personnel file.

IV. Other Matters.

A. Effective Date. The requirements of this policy shall be effective upon adoption by the Board of Governors.

B. Relation to State Laws. This policy is meant to supplement, and does not purport to supplant or modify, those statutory enactments, regulations, and policies which may govern the activities of public officials.

C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted by the president.

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