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Related Policies: NCCU Employment Policies for EPA Non-Faculty

Additional References: UNC Policy Manual 300.2.13
 NCCU Faculty Handbook 2011
 UNC Policy Manual 300.2.2.1
 Office of Management and Budget Circular No. A-21 Section J.10.d (1)
 NCCU Division of Research and Economic Development – Time and Effort Reporting Procedures

I. PURPOSE

The purpose of this policy is to provide uniform and consistent standards for awarding supplemental compensation to North Carolina Central University faculty, and EPA non-faculty employees, in accordance with UNC Policy Manual 300.2.13 which is incorporated herein by reference.

II. GENERAL POLICY

This policy sets forth the conditions under which a supervisor may approve supplemental compensation for EPA employees and the approval request process that must be followed. “Supplemental compensation” is defined as compensation in excess of an EPA employee’s annual base salary that is paid by NCCU to an EPA employee for temporary increases in responsibility and/or for extra duties beyond the scope of the employee’s contract. All employee compensation shall be paid through the standard University pay practices.

State Policy prohibits the use of vacation leave to enable employees to obtain supplemental compensation for work performed for the employee’s home university during the employee’s regular working hours.

That is, the University may NOT compensate an employee twice for the same hour: once for vacation; and again for work. In order to be paid, extra work must be performed outside of regular working hours.

III. ELIGIBILITY FOR SUPPLEMENTAL COMPENSATION

The UNC Board of Governors has established categories of employment for Senior Academic and Administrative Officers (SAAO) and for other exempt employees (see UNC Policy Manual: 300.1.1). Eligibility for supplemental compensation for each of these categories is outlined below.

A. Tier I Senior Academic and Administrative Officers

No SAAO may be paid, in addition to his or her salary, for any services rendered to any institution-related foundation, endowment, or other entity that (a) was established by officers of the University, (b) is controlled by the University, or (c) is tax-exempt based on being a support organization for the University.

The University Tier I SAAOs include the chancellor, provost, vice chancellors, deans, legal counsel, executive assistant to the chancellor, and any other positions so designated by the Board of Governors; therefore, appointment and salary administration authority for these positions is the responsibility of the Board of Governors, or the Board of Trustees upon delegation.

B. Tier II Senior Academic and Administrative Officers

Salary supplements to employees in this group may be considered only under exceptional circumstances, and must have the recommendation of the provost or the division Vice Chancellor and the prior approval of the Chancellor.

Tier II SAAOs include assistant and associate vice chancellors, assistant and associate deans, assistants to the chancellor, designated directors of principal academic and administrative units, and any other positions so designated by the Board of Governors.

Tier II SAAOs may receive supplemental compensation only for work which is occasional, sporadic, unrelated to primary job duties, performed outside of regular working hours, and limited in scope.

C. One-Time Special Payments and Overloads

Faculty may not be paid additional compensation beyond their regular contract except in rare cases where there are clearly defined extra duties.

1. For all employees, overloads are additional duties undertaken on campus, or as part of a University-sponsored sanctioned Continuing Education activity, which are beyond the employee's regular responsibilities. These duties are not carried out within the unit in which any part of the employee's regular appointment lies and are not within the reasonable scope of such responsibilities.
2. The overload activity has a beginning and an ending date rather than being

continuing in nature. If the activity is for a continuing period of time (over several semesters, for example), the activity may not be considered an overload.

3. The overload activity must be reviewed and approved in advance, in writing, by the department chair, dean (or director), and Vice Chancellor for Academic Affairs or other Vice Chancellor as appropriate for the unit wherein the regular appointment lies. Continuing Education activity will also require the approval of the Dean of the University College.
4. If in the judgment of the department chair, dean (or director) or Vice Chancellor, the activity interferes with the individual's primary responsibilities or creates a conflict of interest, approval shall not be granted. Overload activity proposed to be undertaken within the unit where any part of the regular appointment lies will be presumed to violate condition No. 1 above, unless approval for the overload is granted by the Vice Chancellor of the division wherein the regular appointment lies.
5. Compensation for an overload is paid as a one-time payment, with the appropriate tax, Social Security, and other deductions being withheld.
6. For a 12-month employee, the total of one-time payments to the individual for overloads during any fiscal year shall be limited to 20% of the individual's current salary.
7. For a faculty member on a nine-month appointment, the total of one-time payments to that individual during any fiscal year shall be limited to 25% of the individual's current nine-month (base) salary.
8. When an overload activity is undertaken pursuant to this policy, it is not "External Professional Activity for Pay" pursuant to the Board of Governor's Policy on that subject, and accordingly, no "Notice of Intent to Engage in External Profession Activity for Pay" form must be filed.
9. Federal grants and contract shall buy an employee's time in a manner consistent with federal regulations which usually specify the employee's base salary compensation rate.
10. Employees receiving supplemental pay from sponsored programs must have prior approval from the sponsoring agency (see OMB Circular A21 Section J.10.d (1)) and follow the parameters established by the Division of Research and Economic Development.
11. Approved request must be submitted to Human Resources for final review and processing.

12. Documentation of supplemental compensation must be maintained in the employee's personnel file.