

Review History: Reviewed by the Policy Review Committee 11/27/19.

ELIZABETH CITY STATE UNIVERSITY
Supplemental Pay Policy for
Employees Exempt from the State Human Resources Act (EHRA)

Preamble

The purpose of this policy is to address the requirements and procedures for supplemental pay at Elizabeth City State University (ECSU) for Employees Exempt from the State Human Resources Act (EHRA). This policy covers faculty and non-faculty EHRA employees and is adopted pursuant to the requirements of University of North Carolina (UNC) Policy 300.2.13. To the extent that any provision of this policy conflicts with the UNC Policy, the UNC version shall control.

1. Definitions

For purposes of this policy, the following definitions shall apply:

A. Base Salary

Base salary refers to the annual salary of EHRA employees as set forth in employment contracts or subsequent letters of notice of salary increases or decreases.

B. Supplemental Pay

1. Supplemental pay refers to: (1) salary paid to EHRA employees above a base salary for interim assignments, faculty overload, adjunct faculty teaching assignments, summer school, temporary administrative assignments or special projects outside the normal scope of responsibilities contained within position descriptions; (2) special pay to EHRA employees for temporary activities of short duration including but not limited to conducting seminars, workshops, internal activities, etc. or (3) payments for federal, state, and private sponsored research. Supplemental pay is not a bonus for performance.
2. A Supplemental Pay for Services Rendered for EHRA Employees (SPSREE) is the form that must be completed and approved prior to the employee performing the additional duties.

C. Contract Period for Faculty

The contract period for faculty is set forth in the employment contract (9, 10 or 12-month) and may vary from year to year.

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D. Contract Period for EHRA Non-Faculty

EHRA Non-Faculty are 12-month employees unless specifically noted in the appointment letter.

E. Release Time

Release time is the period a faculty member is given off from teaching and performing their regular duties contained within the position description to focus on research funded by a grant, perform interim or temporary administrative assignments or completing special projects.

2. Supplemental Pay Situations

A. Temporary Increases in Responsibility

This policy addresses situations where EHRA employees have temporary increases in responsibility, outside the normal scope of responsibilities contained in the position description, during the employee's normal work hours or contract period.

B. Extra Duties

This policy addresses situations where EHRA employees perform extra duties outside the employee's job description and outside of normal work hours in addition to those spent on normal job duties.

C. Summer School

This policy addresses situations where EHRA employees teach summer school courses.

3. Types of Assignments

A. Teaching Assignments

1. Faculty Overload

Faculty shall not receive supplemental pay for course overloads except under extraordinary circumstances. Under normal circumstances, in lieu of supplemental pay, reductions in teaching loads or other similar adjustments will be made in the following semester for faculty who teach overloads. In extraordinary circumstances, supplemental pay may be issued for faculty teaching overloads with approval from the Department Chair, Dean and Provost/Vice Chancellor for Academic Affairs. Overload teaching assignments shall not exceed more than one additional 3-credit hour course per semester above a 12-credit hour teaching assignment, including

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courses taught through Distance Education and/or courses taught outside of the faculty member's assigned academic department or school. Under extenuating circumstances, exceptions to the limitation may be approved by the Provost/Vice Chancellor for Academic Affairs.

2. EHRA Non-Faculty Teaching Assignments

EHRA Non-Faculty who are assigned teaching responsibilities may be entitled to supplemental pay provided the necessary steps are completed pursuant to Section 4 of this policy. Compensation for teaching assignments shall be occasional and/or sporadic and shall not be so regular that it could be considered a second job. Teaching responsibilities for Supplemental Pay shall not be performed during the employee's normal work hours. If the teaching assignment falls within the employee's normal work hours, Leave Without Pay (LWOP) is an option if approved by the immediate supervisor. If LWOP is not used, an alternate work schedule may be approved by the immediate supervisor for the duration of the teaching assignment.

3. Summer School Instruction

- a. Faculty who obligate themselves to sponsored activity outside the contract period can teach summer courses and receive summer school pay as long as the summer pay and supplemental pay do not exceed the monthly maximum of the base salary divided by the number of months in the contract period for the academic year.
- b. EPA Non-Faculty who are assigned teaching responsibilities outside of their normal duties during the summer shall be entitled to supplemental pay provided the necessary steps are completed and documented pursuant to Section 4 of this policy.

B. Special or Temporary Administrative Assignments

1. Supplemental Pay Outside the Contract Period

- a. Faculty may receive supplemental pay outside the contract period for university-sponsored research that is externally funded by a governmental agency as approved by the Department Chair, Dean, Provost/Vice Chancellor for Academic Affairs and, Sponsored Programs and Contracts and Grants. The maximum monthly payment shall not exceed the base salary divided by the number of months in the contract period. Government sponsors do not permit supplemental pay beyond the base rate of pay during the contract period. Faculty members involved in sponsored research during the contract period must have assigned responsibilities reduced through "released time." In "unusual cases" where consulting occurs across departmental lines or involves a separate or remote

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operation, and the work performed in a consultative capacity is in addition to regular departmental load, any charges for such work representing extra compensation above the base salary is allowable. Such consulting arrangements are specifically provided for in the agreement or approved in writing by the sponsoring agency.

- b. EHRA Non-Faculty may receive supplemental pay for university-sponsored research that is externally funded by a governmental agency when duties are occasional, sporadic, unrelated to primary job duties, and performed outside of regular working hours. The procedures in Section 4 must be completed prior to the employee beginning the additional duties. Consistent with the provisions of Federal Office of Management and Budget (OMB) Circular A-21, Deans, Associate/Assistant Deans, Academic Chairpersons (12 month), Associate/Assistant Vice Chancellors and Vice Chancellors are included in the Indirect Cost Rate for general grant administration. In keeping with these regulations, employees in these positions are not eligible to receive Supplemental Pay for research activities.

2. Seminars, Workshops, and Training (Other than Through the Office of Continuing Education)

Approval may be granted for supplemental pay for faculty and EHRA Non-Faculty during the contract period for conducting non-credit short courses or presenting special lectures, seminars, workshops and conferences for continuing professional education. These services must be outside the employee's department to qualify for supplemental pay and require advance review and approval by the Department Chair/Supervisor, Dean/Unit Head, and Provost/Vice Chancellor for Academic Affairs. The justification for these payments must address how the compensation amount was determined.

3. Administrative Assignments/Appointments

Faculty who are assigned administrative duties may be entitled to supplemental pay provided the necessary steps are completed pursuant to Section 4 of this policy.

EHRA Non-Faculty who are assigned additional administrative duties unrelated to their primary job duties and outside the normal scope of responsibilities may be entitled to supplemental pay provided the necessary steps are completed pursuant to Section 4 of this policy.

4. Procedures for Requesting Supplemental Pay

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

Review History: Reviewed by the Policy Review Committee 11/27/19.

- A. The department/unit requesting the services must complete a SPSREE form prior to the employee performing the additional duties.
- B. The SPSREE form 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 submitted to and approved by the Department Chair/Supervisor, Dean/Unit Head, and Vice Chancellor.
- D. Once approved, the SPSREE form shall be forwarded to the Budget Office. If the funding source is federal, the form must first be approved by Sponsored Programs and Contracts and Grants.
- E. Once funding is approved by the Budget Office, the SPSREE form is forwarded to Human Resources for final approvals and employee notification.

5. Length of Assignment

The length of assignment that results in supplemental pay shall not exceed one year, except in extenuating circumstances approved by the Chancellor's designated committee (comprised of a representative from Human Resources, Business and Finance and Academic Affairs).

6. Compensation Guidelines

A. Faculty

- 1. Faculty may only receive supplemental pay during the contract period if a request for release time has been submitted to Academic Affairs and release time could not be granted due to specific accreditation requirements.
- 2. For federally sponsored programs, a faculty member is generally not allowed to receive supplemental pay during their contract period. However in "unusual cases" (as defined in Section 3B1 of this policy) this may be allowed. Any request for supplemental pay during an employee's contract period must substantially satisfy these criteria, based on interpretation provided by the Chancellor's designated committee. If all conditions are met, and the assignment is determined to be an "unusual case", supplemental pay during the contract period may be granted. Supplemental pay during the contract period is limited to a maximum of 20% of the employee's base salary during the regular contract period.
- 3. Monthly supplemental compensation during the summer shall not exceed the base salary divided by the number of months in the contract period. Total summer

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compensation from all sources (i.e. interim assignments, faculty overload, summer school, temporary administrative assignments) is subject to this limit.

B. EHRA Non-Faculty

Supplemental compensation for EHRA Non-Faculty from all sources (i.e. teaching assignments, summer school, temporary administrative assignments) shall not exceed 20% of the base salary for the fiscal year. Supplemental pay above this percentage must be approved by the Chancellor's designated committee.

C. Federal Office of Management and Budget (OMB) Provisions

ECSU shall follow provisions set forth in the Federal Office of Management and Budget (OMB) Circular A-21. In general, Federal grants do not allow for payment of supplemental salary. However, based on how the grant was approved, all or a portion of the employee's regular salary may be paid by a grant. Supplemental compensation is generally prohibited during the employee's normal work hours. Managers/supervisors who intend to use federal funding to pay an employee should verify their eligibility to receive supplemental pay prior to authorizing that employee to begin to work with Sponsored Programs and Contracts and Grants.

7. Documentation of Supplemental Payments

Documentation of supplemental payments must be maintained in the employee's official personnel file in Human Resources and the award file in Sponsored Programs, if a federal fund is used to support the supplemental pay.