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Policy for: All Campuses
Procedure for: All Campuses
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- I. Policy
 - A. This document sets forth the University of South Carolina's policy and procedures for awarding salary supplements to unclassified and classified employees.
 - B. Salary supplements may be considered appropriate under the following circumstances:
 - 1. The assignment of significant, but temporary additional duties of greater institutional responsibility for a specific period of time, excluding dual employment
 - 2. For endowed chairs and named professorships
 - 3. For supplements or stipends approved by university affiliated foundation boards and paid by the foundation

4. For unclassified Athletics Department coaches pursuant to employment agreements approved in accordance with University policies and procedures.
- C. Salary supplements are not part of an employee's base salary and will be removed when the circumstances warranting the supplement no longer apply.
 - D. Salary supplements cannot be retroactive and will not be effective until all necessary approvals have been obtained.
- II. Supplements for Significant, Temporary Additional Duties and Responsibilities
- A. A salary supplement may be approved for employees who are assigned significant, but temporary additional duties of greater institutional responsibility for a specific period of time. Such duties may include, but are not limited to:
 1. Serving as an academic administrator when an eventual return to a faculty position is contemplated or specified in an offer letter
 2. Serving in an interim or acting administrative role with greater institutional responsibility
 3. Serving as a program or project director for a specific period of time when an eventual return to one's previous position is contemplated or specified in an offer letter
 - B. Salary supplements for significant temporary additional duties of greater institutional responsibility are normally paid from University departmental funds.
 - C. Salary supplements for significant, but temporary additional duties of greater institutional responsibility will be reviewed annually. It is the responsibility of the appointing authority to notify the Division of Human Resources when a salary supplement is to be removed.
 - D. Significant additional duties of greater institutional responsibility that become a permanent part of an employee's position must be compensated through regular University procedures instead of through salary supplements.
 - E. Unclassified Employees
 1. For unclassified employees, salary supplements for the assignment of significant, but temporary additional duties of greater institutional responsibility may be for the duration of the assignment.

2. Salary supplements, if any, for deans, department chairs, and other academic administrators are to coincide with their administrative appointments.
3. Salary supplements for unclassified employees must be approved in advance by the President, the Vice President for Academic Affairs and Provost, a Vice President or Chancellor, as appropriate to the level and campus location of the employee. In addition, supplements must be approved by the USC Division of Human Resources and the South Carolina Office of Human Resources.

F. Classified Employees

1. For classified employees, salary supplements may be approved for up to one year for the assignment of significant, but temporary additional duties of greater institutional responsibility. Supplements may be extended beyond one year if necessary. (See Section V. B. of this policy)
2. Salary supplements for classified employees must be approved in advance by the President, the Vice President for Academic Affairs and Provost, a Vice President or Chancellor as appropriate to the level and campus location of the employee. In addition, supplements must be approved by the USC Division of Human Resources and the South Carolina Office of Human Resources.

III. Endowed Chair and Named Professorship Supplements

For policies and procedures addressing the appointment and review of endowed chair and named professorship supplements, see University Policy ACAF 1.21 Appointment and Review of Endowed Chairs and Named Professorships.

IV. University Affiliated Foundation Supplements

- A. Salary supplements from University affiliated foundations must be in accordance with the approval policies established by the foundation board providing the funding and paid by the foundation. The foundation is responsible for appropriate withholdings and tax notifications.
- B. Salary supplements from University affiliated foundations for unclassified University administrators at the rank of Vice President or above must be approved in advance by the Board of Trustees.
- C. Foundation funds paid to an employee for purposes of recruitment or retention that are intended to be part of the employee's salary for the duration of his or her employment with the University will generally be considered part of the employee's base salary and will be handled through regular University procedures.

V. Procedures

A. The following procedures must be followed when requesting approval for a salary supplement for significant temporary additional duties and responsibilities:

1. A written request for a salary supplement is sent by the academic or administrative department chair through appropriate channels to the USC Division of Human Resources, Office of Salary Administration.
2. The request must include:
 - a. The amount of the supplement
 - b. The expected beginning and ending dates of the supplement
 - c. The employee's current base salary (administrative salary supplements are always calculated on the base salary)
 - d. An explanation of the reason for the supplement.
3. All salary supplement requests are evaluated by the USC Division of Human Resources and sent to the South Carolina Office of Human Resources for approval. Salary supplements cannot be retroactive and therefore cannot be effective until the date of approval by the South Carolina Office of Human Resources.
4. Upon receipt of approval from the South Carolina Office of Human Resources, the requesting department is notified by USC Division of Human Resources and the approved supplement is sent to Payroll for payment.

B. Increasing or Extending a Salary Supplement

1. An existing salary supplement for significant temporary additional duties and responsibilities may only be increased in amount or extended from an established duration by sending in a request as specified in Section V.A. of this policy.
2. Increases and/or extensions require approval from the South Carolina Office of Human Resources, and cannot be made retroactive. Appropriate planning and lead time for processing must be allowed.

C. Removal of a Salary Supplement

1. When the circumstances warranting the salary supplement no longer apply, the academic or administrative department chair must notify the USC Division of

Human Resources to remove the supplement. Notification is accomplished by a departmental letter sent to the USC Division of Human Resources, Office of Salary Administration.

VI. Reason for Revision

This policy revision updates the disclaimer language and title references.