



Policy Title:	Supplemental Non-Base Pay Compensation
Policy Number:	FAST-256
Revision Date:	May 2024
Policies Superseded:	None
Policy Management Area(s):	Human Resources

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PURPOSE

This document communicates Coastal Carolina University's (CCU) policy for providing non-base pay compensation to employees for duties and responsibilities that are in addition to the primary position or appointment. Summer compensation for faculty is also covered in this policy.

DEFINITIONS

Administrative Salary Adjustment - Additional compensation for faculty or unclassified academic staff to whom additional administrative responsibilities are assigned related to their role as Dean, Assistant Dean, Associate Dean, Department Chair or other titles (as identified by specified by the Division of State Human Resources).

Base Period - The period of time that defines the regular annual schedule of employment. Employees on an academic year appointment have a base period of nine months running from August 16 to May 15. Employees on a calendar year appointment have a base period of twelve months.

Dual Employment - An agreement by which an employee within an FTE position with an employing agency accepts temporary, part-time employment with the same or another agency.

Refer to FAST-217 Dual and Outside Employment.

Grant Salary Adjustment - Additional compensation for an employee for duties that are funded by a grant and are not considered part of the employee's base appointment.

External Supplement - Any compensation, excluding travel reimbursement, from an affiliated public charity, foundation, or other public source or from a private source that is not part of the employee's base pay.

Shift Differential Pay – A form of additional non-base pay for certain positions which are regularly assigned to an evening, night, weekend, rotating, or split shift. To qualify the shift for approval, the majority of hours of the shift must be outside the hours of 8 a.m. to 5 p.m., Monday through Friday. The employee's pay will be adjusted by the amount approved, even if such amount increases the employee's salary above the maximum of the pay band for the class. Shift differential pay only applies to hours worked.

Summer Employment - Employment of academic personnel which occurs outside of the base period and over any specified period of time between May and August of a calendar year.

Temporary Salary Adjustment - Compensation not included in an employee's base salary that is awarded for a limited period of time, not to exceed one year.

I. POLICY STATEMENT

This document describes Coastal Carolina University's Supplemental Non-Base Pay policy, defines the types of adjustments, identifies who is eligible and provides other relevant information, pursuant to regulations of the South Carolina Division of State Human Resources (DSHR). Refer to Section II of this policy for guidance on Summer Faculty Compensation.

A. Supplemental Non-Base Pay Considerations

Non-base pay supplemental compensation may be considered appropriate under the following circumstances:

1. for the assignment of significant, but temporary, additional duties of greater institutional responsibility for a specific period of time, excluding dual employment;
2. for salary supplements approved by an affiliated public charity, foundation, or other public source or from a private source;
3. for employees performing duties that are funded by a grant and are not considered part of the employee's base appointment; or
4. for unclassified Athletics Department coaches pursuant to employment agreements approved in accordance with university policies and procedures.

B. Supplemental Non-Base Pay Conditions

1. Salary adjustments are not part of an employee's base salary and must be removed when the circumstances warranting the supplement no longer apply.
2. Salary adjustments cannot be retroactive and will not be effective until all necessary approvals have been obtained.
3. Temporary Salary Adjustments should not be more than one year in length. Requests for renewal of Temporary Salary Adjustments are subject to review and approval by the Office of Human Resources. Transactions are subject to DSHR audit.
4. Grant Salary Adjustments must be paid in accordance with university policies for non-base pay and also meet all requirements established by the sponsoring agency regarding additional compensation, including, but not limited to, sponsor approvals. Requesting departments are to coordinate with the Office of Sponsored Programs and Research Services to ensure compliance with sponsoring agency requirements.
5. When significant additional duties of greater responsibility become a constant part of an employee's position, the employee should be compensated through regular university procedures instead of through supplemental non-base pay.
6. The president or designee is responsible for approving supplemental non-base pay actions.

C. Eligibility

1. Faculty or unclassified academic staff who are serving as Dean, Assistant Dean, Associate Dean, Department Chair, or other roles specified by DSHR may eligible for an Administrative Salary Adjustment.
2. Faculty or unclassified academic staff who are serving in other leadership roles such as Director or Coordinator may be eligible for Temporary Salary Adjustments.
3. Faculty who take on additional duties, other than teaching, outside of their regularly assigned duties but within their discipline and within their home department may be compensated using a temporary salary adjustment. Additional work performed by faculty outside of their regularly assigned duties in another discipline or outside their home academic unit is considered dual employment.
4. Faculty may be eligible for Grant Salary Adjustment or Temporary Salary Adjustments, when circumstances warrant.
5. Classified and Unclassified Staff may be eligible for Grant Salary Adjustment, Shift Differential Pay and Temporary Salary Adjustment. Refer to FAST-216 for guidance on Call Back Pay and On-Call Pay. Research grant, temporary grant and time-limited positions may be eligible, if the funding source allows. Refer to FAST-XXX Research Grant, Temporary Grant and Time-Limited Positions policy for additional guidance.
6. Temporary employees and student employees are not eligible for salary adjustments outside of base pay.

II. SUMMER COMPENSATION FOR FACULTY

Summer employment for faculty at CCU is not considered dual employment, which covers

additional compensation earned during an employee's base period of employment. However, summer employment at another state agency in South Carolina constitutes dual employment. Refer to FAST-217 Dual and Outside Employment.

A. Regular Summer School Teaching

Rates will be established by the Provost or designee. Such rates may not exceed what is allowable based on DSHR regulation and computations will be based on the faculty member's salary from the preceding academic year.

B. Remuneration for Sponsored Research and Other Duties not Related to Teaching in Summer Sessions.

In accordance with DSHR regulation, academic personnel will be compensated at the same rate of pay as the immediately preceding academic year for sponsored research or other activities performed during the summer months (between academic years) which are not related to teaching summer sessions.

III. RESOURCES

Procedures, forms and general guidance related to this policy may be found on Coastal Carolina University's Office of Human Resources (HR) website.

IV. RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

A. State Human Resources Regulations 19-705.07 and 19-706.05

B. FAST-217 Dual and Outside Employment

C. FAST-XXX Research Grant, Temporary Grant and Time Limited Positions

D. FAST-216 Minimum Wage and Overtime