Supplemental Salary

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Definition

Supplemental salary is any compensation from an affiliated public charity, foundation or other private source paid to a state employee for services that are part of the employee's regular job and is in addition to the employee's base salary paid by the state and any other compensation authorized by Human Resources Commission policies but which the private source is not obligated to pay and on which the Retirement System is not obligated to accept contributions. (The decision as to whether to accept retirement contributions made by the employing agency and the employee is solely that of the Teachers' and State Employees' Retirement System.)

Initial Approval

Receipt of supplements shall be subject to the approval of the agency head and must also be approved by the Human Resources Commission.

Requests shall be submitted to the Office of State Human Resources and shall include documentation of relevant labor market information and any other information that the agency head believes justifies a salary supplement. It shall also include why the payment of the supplement will not result in any conflict of interest.

In the absence of a conflict of interest, the Human Resources Commission shall base its decision on documented labor market information submitted by the agency and any additional information of prevailing practices in the applicable labor market supplied by the Office of State Human Resources.

Changes

Any proposed increases in the amount of the supplemental salary shall be subject to the same approval process as the initial supplement.

Supplemental Salary (continued)

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Any decrease or cancellation of the supplemental salary shall be reported but does not require approval.

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Personnel Action Forms

The Office of State Human Resources will maintain supplemental salary information on the HR Information System. A personnel action form shall be submitted for the initial supplement or any subsequent changes.

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