

Supplemental Salary Policy

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§ 1. 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 State 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.)

§ 2. Initial Approval

Receipt of supplements shall be subject to the approval of the agency head and must also be approved by the State 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 State 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 Personnel.

§ 3. Changes

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

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

Supplemental Salary Policy (cont.)

§ 4. Personnel Actions

The agency will maintain supplemental salary information on the HR /Payroll System. A personnel action shall be submitted for the initial supplement or any subsequent changes.

§ 5. Sources of Authority

This policy is issued under any and all of the following sources of law:

- [N.C.G.S. § 126-4\(2\); N.C.G.S. § 126-4\(10\)](#)
- [25 NCAC 01D .0115](#)

§ 6. History of This Policy

Date	Version
September 1, 2006	First version - New policy requiring State Human Resources Commission approval of any supplemental pay from a charity, foundation or other private source.
October 17, 2024	Revised Section 4, Personnel Action Forms, now titled Personnel Actions, to clarify the agencies should maintain information in the HR/Payroll System. Removed reference to the “personnel action form.”