



Supplemental Pay Guidelines

The guidelines below are applicable to any supplemental pay request submitted after April 10, 2025.

Background:

- Supplemental Pay is compensation paid to an employee above the employee's annual base salary and is appropriate only in limited situations. It is customary for an employee to take on additional duties as part of their primary job, typically described as "other duties as assigned" in an employee's contract or position description.
- University Human Resources (UHR) and, if applicable, Academic Fiscal Affairs (AFA) are responsible for evaluating additional duties to determine if a pay adjustment is appropriate or if the work described falls into the employee's primary role.
- An employee's pay may be supplemented when the employee temporarily assumes additional and special duties outside of the employee's regular job duties and regular work schedule.
- Under no circumstances should an employee receive supplemental pay for a task while receiving regular compensation for the same period.
- A unit requesting an employee to perform duties outside of their normal responsibilities is not a mandate for the employee and the employee may choose not to accept the assignment or supplemental pay. It is the supervisor's responsibility to assess the appropriateness of the additional duties being assigned.
- Supplemental rates will be assessed based on the dollar value of the additional work for the period of time to be performed, not a percentage of the employee's salary.
- Temporary supplements that are not retirement eligible should not start during a leave event or continue through a prolonged leave event of 3 weeks or more.
- Eligible employees are full-time and have completed their probationary employment period. In addition, there should be no documented performance issues within one year of the supplement request.
- Supplemental pay is not intended to take the place of merit, retention offers, incentive payments, etc.

Permissible Supplement Requests:

- **Interim/Acting assignments** – see interim/acting assignments guidelines.
- **Temporary assignments with duties of a higher-level** position or job classification (within the same job family) not to exceed six months.

- **Requests for tasks performed in a part-time capacity** outside of the employee's regular duties, classification, function, and regular work schedule.

Impermissible Supplement Requests:

- Lower-level Duties – Supplements are not permissible for duties that are from a lower-level job classification. However, overtime is possible for non-exempt employees.
- High Volume or Heavy Workloads (more than 40 hours per week) (including periodic or seasonal volume) – Non-exempt employees are eligible for overtime or compensatory time (comp time) for all hours worked beyond 40 per week. Exempt employees are not eligible for overtime. Therefore, a supplement is not applicable for these scenarios.
- Requests to temporarily take on duties with the intent of making these duties permanent at a future date. Refer to reclass or promotion guidelines.
- Requests to increase the rate of supplemental pay based on the employee receiving COLA, merit, or other salary increases (assuming the scope of duties remains the same).
- Requests that result in inequity or compression issues for the unit or organization or exceed an acceptable rate for duties.
- Requests for supplemental pay based on participation in professional development, training, conferences, meetings, cohorts, etc.
- Requests for activities and assignments that are reasonable expectations of an individual's current role as covered by "Other Duties as Assigned" on a temporary basis, such as one-time special projects, participating in task forces and/or campus committees, performing duties covered in the job description, etc.

Unit Responsibilities:

- Units are responsible for assessing the appropriateness of the request and confirming alignment with the guidance above prior to submitting for review and approval.
- The unit is responsible for noting any duties that are being delegated as a result of the additional duties being assigned. HR Compensation will assess the differences to determine if the delegated duties offset the additional duties. If so, supplemental pay may not be warranted.
- Units should obtain all unit level signatures (supervisor, department head, dean/VP) prior to submitting to UHR-Compensation/Academic Fiscal Affairs for review.
- Units should ensure that work is not started prior to the approval of the request.
- Units should not share any salary request information with the employee prior to receiving all approvals from UHR and/or AFA. Please note, this includes presenting a supplement agreement to the employee for signature prior to final approval of the supplement request. The effective date of the required adjustment will be on or after the date written authorization is received.
- Retroactive Pay adjustments impose significant risk and costs and are highly discouraged. It is imperative for the unit to be proactive regarding their needs for Interim/Acting assignments as well as temporary assignments as described above.
- Units are responsible for providing end dates for the requested supplement and subsequently monitoring the end dates of those requests and taking action when the supplemental pay should end. These requests should have an initial end date no more than 6 months from the effective date. In extreme situations, units can request to extend

the supplement once for a maximum of 6 additional months with appropriate justification.

- Please note supplement requests for 10% or greater may be subject to USG's [Advanced Salary Increase \(ASI\) policy](#).

Resources

- [USG Business Procedures Manual entry 5.3.2.2 for Supplemental Pay, Including Temporary Assignments](#)
- [FY25 Compensation Guidelines](#)
- [UGA Supplemental Pay Earnings Codes](#)