



<b>Policy Title:</b>	<b>Additional Compensation</b>	<b>Effective Date:</b>	<b>August 2019</b>
		<b>Last Revision:</b>	<b>January 2020</b>
<b>Compensation Philosophy:</b>	Wake Forest University is committed to providing a comprehensive and equitable Total Rewards package that attracts, retains, and motivates a high quality, diverse workforce. This policy allows the flexibility to request and process additional compensation for staff.		
<b>Policy Statement:</b>	The University recognizes that, on occasion, and per contractual obligations, its employees may be entitled to compensation in addition to their normal base pay. This type of compensation is a supplement to base pay called Additional Compensation.		
<b>Definition:</b>	Additional compensation is supplemental pay for additional work outside of the employee's regular job duties or based on an established agreement.		
<b>Policy Requirements:</b>	Based on the Fair Labor Standards Act (FLSA), additional compensation cannot be awarded because an employee works more hours. The FLSA requires a determination of exemption status for each position. The two types of exemptions are non-exempt and exempt. <ul style="list-style-type: none"><li>● Non-exempt employees who perform additional work related to their University responsibilities, in addition to the 40-hour workweek, are to be paid overtime. Non-exempt staff are required to record hours worked for all duties. Payment for any additional duties or projects will be paid through the regular payroll process. All hours worked will be combined to determine overtime calculations.</li><li>● Exempt employees are compensated on a salaried basis and, if full-time, are ineligible for Additional Compensation, except as defined in this policy. Exempt employees are ineligible for overtime. FLSA exemption categories are administrative, executive, professional, highly skilled computer professionals, and outside sales positions which pass the exemption test and require discretion and independent judgement in job performance.</li></ul> Faculty are compensated on a salaried basis and are eligible for Additional Compensation as defined in the <a href="#">Faculty Handbook</a> .		
<b>Procedures:</b>	Supplemental pay may be warranted for employees who successfully complete additional work or for duties or activities governed by contract as defined below. Additional compensation must be approved by Human Resources.		

### **SUPPLEMENTAL PAY FOR ADDITIONAL WORK**

The University intends to comply with local, state, federal, and University policies and guidelines as well as any requirements stipulated in research and grants to the University.

Additional assignments are compensated when employees perform a function or service on their own time to include staff teaching assignments, working at camps, providing administrative or professional support, or working at events. Parking fee reimbursement is not considered an appropriate form of additional compensation.

To avoid conflict of commitment, the additional duties must:

- Be feasible,
- Not interfere with or diminish the staff member’s capacity to meet primary position expectations, and
- Have the appropriate approvals as described below.

Human Resources will determine if the additional duties, separate from the staff member’s regular duties, are a secondary position and need to be recorded accordingly in our Time & Attendance System with supporting documentation.

## ADDITIONAL COMPENSATION CATEGORIES

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All Additional Compensation payments are added to regularly scheduled paychecks. There are several types of categories that qualify for Additional Compensation:

### Allowance Plans

Allowances are Additional Compensation payments for work performed over an extended period of time by faculty and staff. The following payments are initiated by the employee’s manager and reviewed and approved by the department’s Cost Center Budget Specialist, University Budget Office, and Human Resources. Faculty and staff are eligible for allowance plans. For more information on paying faculty members, please refer to the Faculty Handbook.

Type of Allowance Plan	Work Performed
<b>Additional Responsibilities</b>	Service that includes additional assignments or duties that are <i><b>beyond the scope of the employee’s primary position</b></i> and should not be considered a regular and ongoing component of an employee’s pay. This type of allowance plan is for responsibilities outside and separate from their normal job duties. Exempt staff, only.
<b>Administrative Allowance</b>	Service that includes significant, additional administrative responsibilities that are not reflected in other allowances such as a Chair Allowance.
<b>Directorship Allowance</b>	Service that includes significant additional leadership responsibilities of a School/Center/Department-sponsored program.
<b>Global Programs Directorship Allowance</b>	A three-year appointment for service that includes significant leadership responsibility of the semester away programs in London, Dijon, Salamanca, Southern Cone, Venice, Vienna, and Washington, DC.
<b>Interim Responsibilities Allowance</b>	Service that includes a significant leadership or supervisory responsibility within the department on an interim basis and is not a regular and ongoing component of an employee’s primary position.

## One-Time Payment Plans

One-time payments are Additional Compensation payments for work performed within a pay period. It includes items such as supporting the University at special events. The following payments are initiated by the staff member's manager or a Talent Liaison and reviewed and approved by the department's Cost Center Budget Specialist, University Budget Office, and Human Resources.

Types of One-time Plan	Work Performed
<b>Additional Pay</b>	Payment for work performed outside of the staff member's primary position duties. Faculty and exempt staff are eligible.
<b>Bonus</b>	<p><b>Discretionary Bonus:</b> May be used to reward a team member's special efforts and high performance on projects or special assignments. This type of bonus payment is used at the discretion of management to recognize high performance that results in significant and documented cost reductions, savings, or income to the School/Center/Department. It may be used to recognize unexpected, self-starting, extraordinary individual accomplishments in support of organizational performance effectiveness occurring outside the boundaries of the expected performance of the faculty or staff member's job.</p> <p><b>Annual Performance Bonus:</b> May be used to reward a team member's exemplary performance during the previous year.</p> <p><b>Sign-On Bonus:</b> as defined by agreement with the University upon hire.</p> <p><b>Contractual Bonus:</b> as defined by agreement with the University.</p> <p><i>Please note: All bonuses must be submitted with a <u>Bonus Metric Spreadsheet</u>, or something similar, with goals, metrics, and results clearly defined. Faculty and staff are eligible.</i></p>
<b>Teaching Pay</b>	Payment for teaching opportunities for topics outside of the staff member's primary position duties. Used for short-term teaching assignments, limited to 14 days or less. Faculty and staff are eligible.
<b>Award</b>	Payment that recognizes special contributions, as they occur, for a specific project, task, accomplishment, or milestone. This is the only One Time Payment a student can receive and it must be an official award. Faculty, staff, and students are eligible.
<b>Relocation</b>	Payment for relocation expenses as outlined in the offer letter. Faculty and staff are eligible.
<b>Course Development</b>	Payment for preparing course materials and structure. Faculty, only, are eligible.

## Period Activity Payments

Period Activity Payments are compensation for part-time and adjunct faculty and students who receive stipends for work performed. Period activity payments are also used as compensation for summer research, teaching, and grants. The following payments are initiated by the staff member's manager and reviewed and approved by the department's Cost Center Budget Specialist, University Budget Office, and Human Resources.

<b>NFC - Teaching; Not for Credit</b>	Teaching a class that does not offer credit hours acceptable for a degree. Faculty and staff are eligible and staff must be in a secondary teaching position.
<b>OVL - Overload Teaching</b>	Full-time faculty teaching classes over their normal assignment. Faculty, only, are eligible.
<b>RES - Research</b>	Research work performed. Faculty and staff are eligible.
<b>SGT - Summer Grant</b>	Research done in the summer paid by grant funds. Faculty, only, are eligible.
<b>SST - Summer School Teaching</b>	Teaching course(s) for credit during the summer. Faculty and exempt staff are eligible.
<b>STU - Student Employment Activity</b>	Default stipend for students and is always paid bi-weekly. Students, only, are eligible.
<b>TEA - Teaching</b>	Teaching course(s) for credit with a duration of 15 days or more. Faculty and staff are eligible and staff must be in a secondary teaching position.

**Note:** There may be other, less frequently used, one-time payments, allowances, and period activity pay types. In the event a different pay plan is warranted, contact Human Resources Compensation for assistance.

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#### **PROCESS FOR REQUESTING ADDITIONAL COMPENSATION**

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Pre-approval must be obtained from Human Resources prior to notifying the staff member. After-the-fact requests will not be processed or allowed.

Purpose	Request and process compensation for additional work
Eligible	Faculty and staff members; determined by specific pay plan. For more information on paying faculty members, please refer to the Faculty Handbook.
Budget	Department/Division
Approval Process	<ol style="list-style-type: none"> <li>1. Director/Department Head</li> <li>2. Dean (if applicable)</li> <li>3. Divisional Executive</li> <li>4. Grants/Accounting (if applicable)</li> <li>5. Human Resources Compensation</li> </ol>
Responsibility	Contact the Director, Compensation & HR Solutions with questions about this policy.
Resources	<a href="#">Compensation Philosophy</a> <a href="#">Bonus Metrics Spreadsheet</a> <a href="#">Faculty Handbook</a>