

# Salary Supplements<sup>1</sup>

Rate Code	Description	Should be used...	Length	Approval Required
ADMSTP	<b>Administrative Supplement</b>	For faculty members assuming a departmental, college-level, or university level administrative role, such as director of graduate studies, department head, or assistant vice provost. The amount should reflect the difference between the individual's "faculty base" pay level and total pay. Do not use for EPA non-faculty, SPA, post-docs, students, or temps.	No time limit, amount would continue as long as the "at-will" administrative appointment continued.	The initial addition of such an administrative stipend atop a base salary does not require BOG approval, even if the resulting total salary (base pay + temporary supplement) is 15% and \$10,000 above prior June 30. Subsequent "base" increases to "base" salary-or "total" increases to total salary (base + stipend)- would require BOG approval if 15% & \$10,000 or more. Refer to <a href="http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php">http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php</a> for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA)
HONRFE	<b>Honor Supplement</b>	For faculty members who receive pay adjustments as distinguished or named professors. Do not use for EPA non-faculty, SPA, post-docs, students, or temps.	No time limit; supplement would continue as long as distinguished or named professorship appointment was in effect.	Total adjustment of at least 15% and \$10,000 above the prior June 30 salary requires BOG approval.
INTERM	<b>Interim Appointment Supplement</b>	For filling an (typically EPA) administrative vacancy in an acting or interim capacity while a search is planned and conducted. Do not use for post-docs, students, or temps.	Not to exceed 3 years, except with Dean or Vice Chancellor Approval	No BOG Approval required for an interim supplement, even if the resulting total salary (base pay + temporary supplement) is 15% and \$10,000 above prior June 30.
TMP SUP	<b>Temporary Supplement</b>	For short-term additional responsibilities. (This rate code is not new, but this clarifies its use.)	Not to exceed 18 months.	No BOG approval required, even if the resulting total salary (base pay + temporary supplement) is 15% and \$10,000 above prior June 30 salary.

For Questions Concerning	Contact
EPA Employees	EPA Coordinator at 513-0765
SPA Employees	Deborah Wright, Dir. Class & Comp at 515-4290

<sup>1</sup> These salary supplements are coded in the HR System as **Rate Codes** and can be found on the Compensation Panel within Job Data of the Workforce Administration module of the HR system.