



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.040 Supplemental Compensation

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**I. Policy Statement**

The University of North Texas provides regular employees the opportunity to receive supplemental compensation for services performed outside the scope of their regular assignment. This policy provides for the administration of supplemental compensation, in compliance with applicable state and federal laws.

**II. Application of Policy**

All Faculty and Staff Regular Employees

**III. Policy Definitions**

**A. Administrative Supplement**

“Administrative supplement,” in this policy, means supplemental compensation paid to regular faculty employees who have significant academic administrative duties relating to the operation of the institution, including operation of a department, college, program, or other academic subdivision of the institution, such as chair, dean, assistant/associate chair or dean, institute or center director, or other faculty member while serving in an academic administrative position.

**B. Augmentation**

“Augmentation,” in this policy, means supplemental compensation for performing additional duties for a temporary period that are usually assigned to an equal or higher pay classification than the employee’s regular position.

**C. Base Salary**

“Base salary,” in this policy, means the fixed pay a regular employee receives at regular intervals for performance of duties of the position for which the employee was hired, and does not include supplemental pay, insurance, retirement contribution, or other employment benefits (unless expressly required by law).

**D. Differential Compensation**

“Differential compensation,” in this policy, means supplemental compensation for assignment to unusual work schedules, performing specialized skills generally not required in the position, or for performing under certain physically strenuous working conditions.

**E. Exempt Employee**

“Exempt employee,” in this policy, means an employee who is not subject to the overtime, minimum wage, and record keeping requirements of the Fair Labor Standards Act (FLSA).

**F. *Non-exempt Employee***

“Non-exempt employee,” in this policy, means an employee who is subject to the overtime, minimum wage and record keeping provisions of the Fair Labor Standards Act (FLSA). Non-exempt employees must be compensated for duties performed outside of the regular 40-hour work week in accordance with System Administration compensatory leave and overtime policies.

**G. *Regular Employee***

“Regular employee,” in this policy, means an employee who works a minimum of twenty (20) hours per week for at least four and one half (4 1/2) months and is employed in a position that does not require student status as a condition of employment.

**H. *Supplemental Compensation***

“Supplemental compensation,” in this policy, means pay a regular employee may receive in addition to the employee’s base salary.

**I. *Task Payment***

“Task payment,” in this policy, means supplemental compensation paid for completion of one-time assignments with a specified duration that is separate from an employee’s position and is performed in addition to the employee’s regular work schedule.

**IV. *Policy Responsibilities***

**A. *Task Payments***

1. Generally, only exempt employees may receive task payments.
2. Task payments must be authorized, in writing on the designated form, prior to the start of the assignment.
  - a. Task payments for staff must be approved in writing prior to the start of the assignment by (1) Human Resources, and (2) the appropriate Vice President.
  - b. Task payments for faculty must be approved in writing prior to the start of the assignment by (1) the Office of the Provost and Vice President for Academic Affairs, and (2) Academic Resources.
3. Any task payment submitted for assignments completed without prior approval as required by this policy must be approved, in writing, by the President.
4. Task payments are paid upon the completion of the task assignment except for assignments when the President or their designee approves payment at different intervals.
5. Task payments terminate at the end of the task assignment period. Task assignments may not continue into a new fiscal year, unless the assignment is re-approved as required by this policy.

## ***B. Augmentation***

1. Exempt and non-exempt employees may receive an augmentation for performing additional duties for a temporary period that are usually assigned to an equal or higher pay classification than the employee's regular position. An augmentation may not exceed twenty percent (20%) of the employee's base salary, unless an exception is approved by the President or their designee. Authority to approve an exception to the twenty percent (20%) limit may not be delegated below the level of Vice President.
2. Assignments for which employees receive an augmentation must be at least four (4) weeks, and shall not exceed six (6) months, in duration without written approval.
  - a. Exceptions for staff must be approved by Human Resources, the appropriate Vice President, and the President or President's designee.
  - b. Faculty exceptions must be approved by Academic Resources, the Office of the Provost, and the President or President's designee.
3. An augmentation must be approved, in writing, prior to the start of the assignment.
  - a. Augmentation pay for staff must be approved in writing prior to the start of the assignment by: (1) Human Resources and (2) the appropriate Vice President.
  - b. Augmentation pay for faculty must be approved in writing prior to the start of the assignment by: (1) the Office of the Provost and Vice President for Academic Affairs and (2) Academic Resources.
4. While receiving an augmentation, nonexempt employees must document all hours worked, including hours worked performing the duties for which they are receiving the augmentation.
5. Non-exempt employees earn compensatory time for any hours worked in excess of their regular work hours.
6. An augmentation terminates at the end of the augmentation assignment period. An augmentation may not continue into a new fiscal year unless the assignment is re-approved as required by this policy.

## ***C. Administrative Supplement***

1. An administrative supplement may be provided to regular faculty who are appointed to academic administrative roles designated by the Office of the Provost. The administrative supplement may carry over into subsequent fiscal years and shall terminate at the end of the administrative appointment.
2. The amount of an administrative supplement shall be commensurate with the complexity of the responsibilities of the assignment.
3. Administrative supplements must be approved by the Office of the Provost and Academic Resources.

4. Upon return to a full-time faculty position, the employee's base salary shall not exceed the salary of other persons with similar qualifications performing similar duties in accordance with Texas Education Code, Section 51.948.
5. Faculty members serving in an administrative role on an interim or acting basis will receive an augmentation subject to the augmentation requirements in this policy instead of receiving an administrative supplement.

**D. Differential Compensation**

Exempt and non-exempt employees may receive differential compensation for assignment to unusual work schedules, performing specialized skills generally not required in the position, or for performing under certain physically strenuous working conditions. Differential compensation must be approved in writing by Human Resources and the appropriate Vice President.

**V. Resources/Forms/Tools**

[For staff - HRM-11 Task/Augmentation Preauthorization Form](#)  
[For faculty - VPAA - 11B](#)

**VI. References and Cross-References**

Fair Labor Standards Act  
 U.S. Office of Management and Budget's Circular A-21  
[Texas Education Code § 51.948](#)  
[UNT System Regulation 03.2000 Supplemental Compensation](#)  
[UNT Policy 05.062 Compensatory Time and Overtime](#)  
[UNT Policy 06.009 Tenured Administrators Returning to Full-Time Academic Status](#)

**VII. Revision History**

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