

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: G
SUBJECT: Supplemental Salary Approval and Reporting	Effective: 01/01/06
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

SUPPLEMENTAL SALARY APPROVAL AND REPORTING

Definition

Supplemental salary is defined as any compensation, excluding travel reimbursement, from an affiliated public charity, foundation, clinical faculty practice plan, or other public source or any supplement from a private source.

General Guidelines

- A. The conditions and amount of salary supplements paid to South Carolina State University employees must be approved in advance by the Vice President (or applicable Division Head). If the employee receiving the supplement is a Vice President, the President must approve the salary supplement). Supplements paid to the President must be approved by the University's Board of Trustees.
- B. Employees requesting approval to receive salary supplements shall submit a Supplemental Salary Approval Form ([P-32](#)) to the Vice President (or President as appropriate). The Vice President shall forward the approved form to the Office of Human Resource Management.
- C. Each year the General Appropriation Act requires the reporting of information to the Budget and Control Board concerning salary supplements received by employees. By August 31, the University must report any supplements received by employees during the previous fiscal year.
- D. The University's Office of Human Resource Management will coordinate supplemental salary information for submission to the Budget and Control Board.