Supplemental Pay and Acting Pay Process

UNC System Office Employees

Executive Summary

This document establishes a consistent, transparent process for temporary supplemental pay when a UNC System Office employee assumes substantial additional duties or temporarily performs duties at the same or a higher level than the employee's regular position. The process is intended to recognize temporary increases in responsibility while protecting classification integrity, fiscal stewardship, and compliance with applicable UNC and State Human Resources requirements.

Recommended Policy Direction

Policy element	Recommended standard
Minimum duration	The assignment must be expected to continue for at least 12 consecutive weeks. Assignments shorter than 12 weeks will not generally be considered.
Nature of work	The duties must be clearly exceptional to the employee's regular position and must represent a material temporary increase in responsibility, scope, complexity, or accountability. Routine coverage or incidental duties are not eligible.
Classification level	The additional duties must be at the employee's current classification level or higher. A same-level assignment must still be materially additional and documented.
Supervisor exclusion	A supervisor should not receive supplemental pay solely for performing duties of a position that reports to the supervisor. Routine supervisory coverage and leadership oversight are part of the supervisor's leadership responsibility.
Proposed amount	UNCSO HR will propose an appropriate amount, normally 5% to 10% of the employee's annual base salary, with the amount tied to the scope and level of the temporary assignment. The range is a guideline, not an entitlement, and remains subject to applicable policy limits. Exceptions will only be made by the COO in unusual circumstances.
End date	Every approved assignment must include an anticipated end date. The employee must receive written notice of the purpose, start date, amount, anticipated end date, and conditions for ending or extending the supplement. When an approved temporary assignment ends, the supplemental payment will end and the employee’s pay will return to their regular base pay.
Temporary nature	The supplement does not change the employee's base salary, permanent classification, position description, or entitlement to future pay. If the work becomes ongoing, the position and organizational structure should be reevaluated.

Definitions

Temporary supplemental pay. A temporary payment made in addition to base salary to recognize an approved temporary increase in responsibility or substantial additional duties. It is not a performance bonus and may not be used to replace overtime compensation where overtime rules apply.

Acting pay. A form of temporary supplemental pay used when an employee remains in the employee's regular position but temporarily assumes higher-level duties or a materially expanded scope of duties, such as serving in an interim capacity during a vacancy or extended leave.

Assignment. The specific, time-limited body of duties identified in the approved request. The assignment should be described by duties and outcomes, not only by the title of the absent or vacant position.