

Duke University

DURHAM
NORTH CAROLINA
27708-0027

EXECUTIVE VICE PRESIDENT
203 ALLEN BUILDING
BOX 90027

TELEPHONE (919) 684-6600
FACSIMILE (919) 684-8766

November 24, 2014

To: CAMC Leadership

Re: Supplemental Compensation Guidelines for CAMC Units

On rare occasions, it may be appropriate to provide supplemental payments to CAMC personnel to reward outstanding performance or to recognize extraordinary efforts related to one-time initiatives that were performed in addition to regularly assigned responsibilities. Supplemental payments require advance consultation and written approval of the vice president in the associated business unit. Such approvals should be obtained before commitments are made to individual employees.

In general, supplemental compensation for exempt (monthly-paid) staff may be approved in cases when the staff member can provide expertise or specialized administrative support unrelated to their primary position and their primary supervisor agrees that an assignment of limited duration can be undertaken in addition to satisfactory fulfillment of all ongoing job duties. Any ongoing service should be incorporated into regular job requirements at appropriate compensation levels.

In general, payments will not be approved for internal "consulting" arrangements to another school or department after hours. Under no circumstances will extraordinary compensation be approved for administrative "overtime" incurred by exempt staff.

Note that senior administrators in central administrative units should not expect additional compensation, although regular service beyond given responsibilities should be taken into account in overall compensation levels and reflected in the distribution of salary costs.

Extraordinary payments and/or special awards to nonexempt (biweekly paid) staff also require prior written approval of the vice president in the associated business unit. These payments may not be substituted for overtime otherwise due to nonexempt staff. It is also important to note that most bonuses/awards to nonexempt staff must be calculated in a manner that addresses overtime hours from the prior year. Because of these associated regulatory requirements, supplemental compensation to biweekly employees should be quite rare.

To request supplemental, extraordinary pay, or special awards for situations to which a vice president has not already given approval, please submit a written request through the vice president responsible for the unit of the intended recipient. The request should outline the specific situation, the amount of payment, and when it is to be paid. The vice president will consult with me as appropriate. Such a request should be approved before committing to the payment.


Tallman Trask III
Executive Vice President