



**PIEDMONT TECHNICAL COLLEGE**

**PROCEDURE**

**PROCEDURE NUMBER: 8-7-1061**

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**TITLE: Supplemental Pay for Academic Administrators**

**RELATED POLICY AND PROCEDURES: 8-7-1061.1 Supplemental Pay for Academic Administrators**

**DIVISION OF RESPONSIBILITY: Academic Affairs and Business and Finance**

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**July 17, 2013**

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**Date Approved by President**

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**Date of Last Review**

\_\_\_\_\_  
**Date of Last Revision**

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE COLLEGE 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.**

**Administrative Responsibilities**

It is the responsibility of the Vice President for Academic Affairs and the Director of Human Resources to review and revise this procedure.



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### Procedure

#### A. General Guidelines

1. In order to take into account differences in the scope and volume of job responsibilities among the Academic Deans, Department Heads and Academic Program Directors, an approach of differential supplemental pay will be implemented that takes into account various factors which impact the scope and volume of individual job responsibilities.
2. A point system documents the scope and volume of the responsibilities for the particular dean, department head or program coordinator. The factors and points are then considered individually within each position category.
3. These forms are to be completed and sent to the Vice President for Academic Affairs by the end of the first week in August.

#### B. Assessment of Supplemental Pay Factors

1. Academic Deans  
An assessment document ([Attachment A](#)) is completed by each academic dean and it is forwarded to the Vice President for Academic Affairs/Chief Educational Officer for review and approval.
2. Department Heads.
  - a. An assessment document ([Attachment B](#)) is completed by each Department Head and it is reviewed with the Dean.
  - b. The Dean forwards the document to the Vice President for Academic Affairs/Chief Educational Officer for review and approval.
3. Academic Program Directors
  - a. An assessment document ([Attachment C](#)) is completed by each program coordinator and it is reviewed by the Department Head.
  - b. The Department Head reviews the document with the Dean for approval.
  - c. The Dean forwards the document to the Vice President for Academic Affairs/Chief Educational Officer for review and approval.



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#### **C. Review and Approval of Supplemental Pay**

1. The Vice President for Academic Affairs/Chief Educational Officer reviews all documents with the appropriate division dean and assigns the amount of the supplement.
2. The Vice President for Academic Affairs/Chief Educational Officer forwards the approved document to Human Resources and Payroll for action. The original document is maintained in the individual's personnel file.
4. An assessment is completed annually no later than the first day of the academic year. Adjustments may be made as necessary by changes in job responsibilities.