UNIVERSITY OF NEBRASKA
COLLEGE OF MEDICINE
SUPPLEMENTAL COMPENSATION PLAN

GENERAL

The College of Medicine Supplemental Compensation Plan is adopted pursuant to the Board of Regents Policy Authorizing the Establishment of Supplemental Compensation Plans (appended). The definitions, guidelines and requirements stated in the Regents' policy apply to this plan. This plan includes additional requirements, limitations and restrictions, as permitted by the Regents' policy. This plan shall be effective and compensation will be determined from the beginning of the 1987-88 fiscal year.

Section 1. Authorization.

Authorization for the College of Medicine Supplemental Compensation Plan is the Board of Regents Policy Authorizing the Establishment of Supplemental Compensation Plans at the University of Nebraska Medical Center.

Section 2. Purpose.

The purpose of the Regents' policy is to authorize the establishment of a supplemental compensation plan within the College of Medicine for the benefit of members of the eligible academic staff of the College, and to prescribe the fundamental guidelines and requirements of such supplemental compensation plan.

Section 3. Definitions.

3.1 Base University Salary. The term base University salary shall mean the regular salary and benefits paid by the University to a member of the College academic staff on an all-year appointment or on an academic-year appointment as provided in Section 3.3.1 of the Bylaws of the Board of Regents.

3.2 Eligible Academic Staff Member. The term eligible academic staff member shall mean any member of the College academic staff as defined in Section 3.1.1.1 of the Bylaws of the Board of Regents, who holds an appointment of at least one-half full-time equivalent (.5 FTE) within the College and the academic rank of instructor or above.

3.3 Participating Staff Member. The term participating staff member shall mean any eligible academic staff member participating in this supplemental compensation plan.
Section 4. Requirements for Supplemental Compensation Plan.

4.1 Participation in this Supplemental Compensation Plan. Only eligible academic staff members as defined in Section 3.2 shall be eligible for participation in this supplemental compensation plan. Except for the minimum supplemental salary to be paid to certain eligible academic staff members pursuant to Section 4.6, no eligible academic staff member shall have any absolute right to participate in this Supplemental Compensation Plan, and the determination of whether or not any eligible academic staff member shall be offered supplemental compensation shall be made at the sole discretion of the University Administration.

4.2 Components of Total University Compensation Under the Supplemental Compensation Plan. The total annual compensation for a participating staff member will consist of his or her base University salary plus supplemental compensation approved in accordance with the terms of this supplemental compensation plan.

4.3 Sources of Funds for Supplemental Compensation Plan. Supplemental compensation to be made available for distribution to participating staff members under this supplemental compensation plan will be derived exclusively from funds available for academic salaries and associated fringe benefits in (a) the University Trust Fund established by Neb. Rev. Stat. § 85-123.01, (b) the Temporary University Fund established by Neb. Rev. Stat. § 85-124, except that portion of the Temporary University Fund derived from funds appropriated by the Legislature, (c) the University Cash Fund established by Neb. Rev. Stat. § 85-125, and (d) the College of Medicine Development Fund or a departmental development fund established pursuant to the University of Nebraska College of Medicine Medical Service Plan.

4.4 Determination of Supplemental Compensation. Subject to the requirements of Section 4.5, 4.6 and 6.2, supplemental compensation in the form of supplemental salary and supplemental retirement benefits to be paid to each participating staff member under this supplemental compensation plan over and above his or her base University salary and benefits will be individually negotiated each fiscal year by the appropriate department chairperson with approval by the Dean and reduced to writing in a Terms of Employment Agreement. Each Terms of Employment Agreement shall be in a format approved by the Executive Vice President and Provost and shall expressly provide:

(a) That full payment of the stipulated supplemental compensation over and above the participating staff member’s base University salary will be made only when funds are freed up as a result of funds received through University administered extramural grants and contracts and only if funds are available in the appropriate departmental subaccount of the supplemental compensation plan to pay in full the approved supplemental compensation for all department staff members participating in the plan; and

b. That in the event there are not adequate funds available in the appropriate
departmental subaccount of the supplemental compensation to pay in full the approved supplemental compensation for all participating department staff members, then the amount of supplemental compensation to be paid to each participating staff member of the department will be reduced by uniform percentage based upon the funds available in the departmental subaccount of the supplemental compensation plan for distribution as supplemental compensation.

4.5 Maximum Supplemental Salary. The maximum level of supplemental salary which may be paid to a participating staff member under this supplemental compensation plan is 25% of base University salary.

4.6 Minimum Supplemental Salary. A minimum level of supplemental salary shall be offered exclusively to each eligible academic staff member where a portion of his or her salary line has been freed-up by extramural salary funds for reallocation. The minimum supplemental salary offered to any such eligible academic staff member will be one-quarter of the amount of salary funds freed-up for reallocation by salary funds made available for the staff member by University administered extramural grants and contracts or 25% of the staff member’s base University salary, whichever is less.

4.7 Participation Voluntary. Participation in the plan by eligible academic staff members is voluntary, and no eligible academic staff member shall be adversely affected with respect to the amount of his or her base University salary or with respect to any other term or condition of University employment by reason of non-participation in this supplemental compensation plan.

4.8 Withdrawal from the Plan. Withdrawal from the plan by a participating staff member will automatically result upon death or upon termination of employment in the college. Withdrawal may also be accomplished by voluntary withdrawal by giving the Dean at least 30 days advance written notice of withdrawal from the plan.

Section 5. Accountability and Administration.

5.1 General. The Vice Chancellor for Business and Finance and the Dean shall be responsible for the proper administration of the College of Medicine Supplemental Compensation Plan. Standard University policies and procedures for billing, receipting, purchasing and payroll shall be observed in administering this plan. Supplemental compensation to participating staff members will be disbursed using the normal payroll procedures and paid on a monthly basis. The University will not assess an administrative fee as long as the plan is administered in accordance with University policies and procedures. The Vice Chancellor for Business and Finance shall from time to time review and audit this supplemental compensation plan for conformance with University policies and procedures.

An annual report of the activities of this supplemental compensation plan shall be made to the Chancellor, or at such shorter intervals as he or she may request.
5.2 Establishment of Plan Account and Departmental Subaccounts. The Vice Chancellor for Business and Finance shall establish a separate University account for the College of Medicine Supplemental Compensation Plan, which shall be subdivided into separate subaccounts for each department of the College. Monies received from the sources permitted in Section 4.3 of this plan shall be credited to each departmental subaccount of the plan as appropriate.

5.3 Disbursements. Disbursements of supplemental compensation, any reduction in supplemental compensation and final settlement of supplemental compensation for each participating staff member shall be made in accordance with Section 5.3, 5.4, 5.5 and 5.8 of the Board of Regents Policy Authorizing Establishment of Supplemental Compensation Plans, as applicable, and this plan.

5.4 Procedure for Approval of Terms of Employment Agreements. The procedure for approval of the Supplemental Compensation Plan - Terms of Employment Agreement shall be as follows:

(a) The eligible academic staff member and department chairperson will annually negotiate a Supplemental Compensation Plan - Terms of Employment Agreement (SCP-TEA).

(b) The chairperson will submit the signed SCP-TEA to the Dean's office for approval.

(c) The Dean's office will review, amend as necessary, and approve each eligible academic staff member's annual SCP-TEA.

5.5 Business Office Procedures. Each business office shall accomplish the following in connection with each SCP-TEA:

(a) A Personnel Action Form (PAF) will be submitted with each SCP-TEA or when the SCP-TEA is modified because there are not adequate funds in the subaccount to pay the full approved supplemental compensation.

(b) Supplemental compensation will be coded as such in the appointment block of the PAF.

(c) The business office will prepare necessary accounting entries for each SCP-TEA.


6.1 General. Benefits to be provided to participating staff members under this supplemental compensation plan shall be limited to salary supplements and supplemental retirement benefits. Other supplemental compensation benefits described in the Regents' policy authorizing this plan are not included and will not be paid to participating staff members.

6.2 Supplemental Retirement Benefits and Contributions. Subject to the availability of funds in the appropriate departmental subaccount, supplemental retirement benefits will be provided to
participating staff members in accordance with Section 3.12.4.7 of the Bylaws of the Board of Regents through payments made from the appropriate departmental subaccount of the Plan not to exceed an amount determined by applying the prevailing percentage of employer (University) contribution paid on account of the participating staff member's base University salary to the total supplemental salary paid to the participating staff member. For example, if the prevailing percentage of the employer (University) contribution is 7% of the participating staff member's base University salary and the total supplemental salary paid is $7,000.00, then the maximum supplemental retirement benefit is $490.00. Further, each participating staff member shall contribute a portion of his or her supplemental salary to his or her retirement account in accordance with the rate established by the Board of Regents pursuant to Section 3.12.4.7 of the Bylaws of the Board of Regents.

APPROVED:

Dean, College of Medicine

Chancellor, UNMC

President, University of Nebraska

August 11, 1999

Date

8/16/99

Date

8/19/99

Date

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