



Supplemental Compensation Policy

The Criminal Justice Coordinating Council (CJCC) recognizes that due to the current COVID-19 pandemic, certain circumstances may warrant agencies to implement and/or approve additional temporary supplemental compensation to direct service staff, and other essential personnel, for the following conditions:

1. Staff performing hazardous duties.
2. Staff working under conditions that causes extreme physical discomfort and distress.
3. Staff performing duties outside or beyond their original employment agreement or contract.

For conditions 1 and 2, CJCC is authorizing agencies to offer and/or pay stipends to staff due to additional risks that may be associated with their current work environment.

For condition 3, CJCC is authorizing agencies to offer Extra Service Pay. Extra service pay normally represents compensation (subject to the entity's compensation policies) for services above and beyond the employee's base salary. An employee who temporarily performs duties unrelated to his or her normal responsibilities or who temporarily assumes additional responsibilities in his or her department may be eligible to receive extra compensation to provide a temporary pay equity adjustment. In general, Extra Service Pay for staff is intended to address the following conditions:

- Temporary and significant increases in responsibility during the employee's normal work hours or contract period.
- Extra duties performed outside the employee's job description and outside of normal work hours or that adds extra work hours in addition to those spent on normal job duties.

Extra Service Pay is allowable if all the following conditions are met:

- The non-Federal entity establishes consistent written policies which apply uniformly to all faculty members, not just those working on Federal awards.
- The non-Federal entity establishes a consistent written definition of work covered by the employee's base salary which is specific enough to determine conclusively when work beyond that level has occurred. This may be described in appointment letters or other documentations.
- The supplementation amount paid is corresponding with the base salary rate of pay and the amount of additional work performed.
- The salaries, as supplemented, fall within the salary structure and pay ranges established by and documented in writing or otherwise applicable to the non-Federal entity.

- The total salaries charged to Federal awards including extra service pay are subject to the standards of documentation established in the non-Federal entity's written policies.

Agencies considering supplemental pay to staff must take note of the following:

- The agency must have policies and procedures which allow for staff stipends.
- If an agency's current policy does not currently allow for stipends, it is okay to update and revise policies as necessary.
- Agencies must take into consideration the following recommendations when creating, revising, and implementing their supplemental pay personnel policies and procedures:
 - Establish the maximum period in which supplemental pay may be approved. *For example, extra service pay may not exceed a 6-month time period except when sufficient justification is submitted and approved.*
 - Supplemental pay must be included in regular biweekly or monthly pay reflecting the period in which work is performed and is included in calculations that apply to base pay (e.g., overtime).
 - Supplemental compensation for non-exempt employees must be paid on an hourly basis, at the new, higher compensation rate.
 - Payments may not be paid retroactively or provided as a lump sum payment. *(Per Executive Order 03.14.20.01 the State of Georgia declared a Public Health State of Emergency for Novel Coronavirus on Saturday, March 14, 2020. As a result, CJCC has granted agencies the option to approve retroactive payments effective Monday, March 16, 2020. Agencies must provide a written explanation and support documentation justifying retroactive payments).*
 - The employee must agree to the terms, and an agreement must be signed by both employee and supervisor.
 - Supervisors must discuss the specifics of the agreement with the employee prior to the start of the assignment and before payment is initiated.
 - The agreement must indicate what temporary job duties are to be performed by the employee, the supplemental pay amount, and the agreed start and end date of the assignment.
 - Review and approval must be completed before a commitment to provide supplemental compensation is made to the employee.
 - Stipend and Extra Service Pay is not, and should not be interpreted as, a bonus for performance.
 - Employees who are eligible for overtime under FLSA regulations may not be approved for supplemental pay in place of overtime.
 - Stipend and Extra Service Pay should not be authorized for activities and assignments that are reasonable expectations of an individual's current appointment on a temporary basis, such as special projects, task forces, etc.

Support for Salaries, Wages, and Fringe Benefits

Per the U.S. Department of Justice “Grants Financial Guide” and 2 C.F.R. § 200.430, all charges made to Federal awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and must comply with the established policies and practices of your organization. These records must:

- Be supported by a system of internal controls that provides reasonable assurance that the charges are accurate, allowable and properly allocated.
- Documentation for charges must be incorporated into the official records of the organization.
- Support must reasonably reflect the total activity for which the employee is compensated by the organization and cover both federally funded and all other activities; not exceeding 100% of compensated activities.
 - The records may include the use of subsidiary records as defined in the organization’s written policies.
 - Examples of items that may support salaries and wages can include timesheets, time and effort reports, or activity reports that have been certified by the employee and approved by a supervisor with firsthand knowledge of the work performed. Payroll records should also reflect either after the fact distribution of actual activities or certifications of employee’s actual work performed.
- Where grant recipients work on multiple grant programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.
- In cases where two or more grants constitute one identified activity or program, salary charges to one grant may be allowable after written permission is obtained from the awarding agency.