

## **University Guidelines**

Section 3.15 Financial Services: Human Resources

Supplemental Benefits (*2 Policies of the Board of Trustees C, 6*)

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Replaces:

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The Board of Trustees grants the President and /or Chancellors the authority to provide supplemental benefits to employees. Granting supplemental benefits is at the President and / or Chancellors' discretion and the amounts are subject to funding availability. The President is authorized to prescribe guidelines on supplemental benefit policies.

The Chancellors are responsible for the establishment and administration of policies for supplemental benefits for their respective campuses, including any supplemental benefits paid from University Related Organizations funds. Campus supplemental benefits policies and any subsequent revisions are subject to approval by the President.

The following are examples of benefits that should be addressed in the policies: moving costs, housing, wireless allowance, assigned vehicle, transportation allowance, employer provided clothing/clothing allowance, and additional pay (bonuses, awards, etc.) This supplemental benefit listing shall not be considered all encompassing.

The policies shall provide a description of the supplemental benefits and eligibility requirements. Any employee who receives supplemental benefits shall be a current employee in good standing and meet specific eligibility requirements. Supplemental benefits shall be administered in a manner to avoid favoritism and / or discrimination.

The policies shall include the required authorizations/approvals and submission schedules. The policies shall include the approval date, date of most recent revision, and date of next review, and shall include applicable retention guidelines.

The policies shall address any employee compensation for merit, recognition of outstanding job performance or meeting incentive goals. The policy shall state that requests must be supported by written justification with reference to the criteria used to evaluate performance.

The policies shall address any employee compensation for significant extra duties, sign-on bonuses, or retention bonuses. The policy shall state that requests must be supported by written justification.

The policies shall address reporting to the Board of Trustees of supplemental benefits provided to employees who are within two reporting levels of the Chancellors, but who do not have part-time, term, Civil Service, or student appointments.

The policies shall direct the respective campus officials to implement procedures to comply with Federal and State laws, including reporting requirements set forth by the Internal Revenue Service and other regulatory agencies, as applicable.



Daniel F. Mahony  
President

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12/18/2025

Date