

FINANCIAL MANAGEMENT 2.0

Supplemental Pay -- 2.8

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Signature:



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POLICY

No state employee, other than county health directors and county health officers, may receive supplemental pay from any source. However, employees (other than county health directors and officers) receiving supplemental pay prior to July 1, 1989, who have been "grandfathered" in by the Bureau of Health Services, will be allowed to continue receiving their supplemental pay.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

To ensure that only employees authorized by law receive supplemental pay.

PROCEDURE

In order to centralize the disbursement of supplemental pay to employees authorized to receive it, counties are to send the supplements to the state for disbursement. This procedure will ensure that all payroll taxes are properly withheld, the employer's share of all benefits is paid, and the amount of supplemental pay is recorded in the retirement system and on the employee's Form W-2. Detailed procedures for processing supplemental pay will be sent to

the Regional Directors by the Bureau of Health Services and the Division of Fiscal Services prior to the beginning of each new fiscal year.

The Regional Director has responsibility for requesting and negotiating supplemental pay requests with the County Executive. Supplemental pay agreements must be signed by each County Executive and Regional Director before they are forwarded to the Bureau. After signature, the agreement must be forwarded to the Fiscal Services Section (FSS) of the Bureau of Health Services for review and signature by the Bureau Director or designee. FSS will forward the signed agreement to the Division of Fiscal Services.

REFERENCE DOCUMENTS

T.C.A. 68-2-603

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305