

# Advancement | UCF Foundation, Inc.

## Salary Supplement Payments Policy

Policy# 7.18

Effective Date: 06/04/2020

Responsible Department: Accounting

### **1. PURPOSE**

This policy provides guidance regarding use of University of Central Florida Foundation, Inc. (Foundation) funds to provide supplemental salary and ensure compliance with IRS requirements for reporting all wages.

### **2. APPLICABILITY**

This policy applies to any individual requesting payment from Foundation funds.

### **3. POLICY**

At times it may be appropriate to use Foundation funds for salary supplements. All such expenses must be in accordance with donor restrictions on the specific fund from which they are to be paid and must comply with IRS regulations and the Foundation's policies and procedures.

The Foundation cannot pay employee compensation directly. However, Foundation funds may be transferred to a University of Central Florida (University) account to support a salary supplement with sufficient supporting documentation, and appropriate approvals. An electronic request form will require the approval of the University president or designee, currently the provost or appropriate vice president, as listed on the University Delegation of Authority list. The University Payroll Department is responsible for all policies and procedures related to University employee compensation and for processing the supplemental payment to all University employees.

If a University employee performs work in another capacity which does not fall under their employment contract, the Foundation still cannot make a payment directly. Employees of the University cannot be considered independent contractors of the Foundation. Any exceptions to this policy will be based upon federal and state income tax regulations in effect at the time and can only be made by the Foundation's Chief Executive Officer (CEO) or Associate Vice President and Chief Financial Officer (CFO), after approval from the University Payroll Director, University General Counsel and Foundation Legal Counsel.

#### 4. CLARIFICATION

Requests for clarification of this policy should be sent to Associate Vice President and Chief Financial Officer.

Certified as approved by the Executive Committee of the Foundation Board of Directors on June 4, 2020.

**Michael Morsberger** Signed: Tuesday, June 23, 2020  
Name: Michael J. Morsberger  
Title: Vice President for Advancement and Chief Executive Officer

Revision History:  
Adoption Date: 12/15/2004  
Revised: 11/18/2013

History: 194