

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: B.1
SUBJECT: Classification and Compensation: Classification Plan	Effective: 06/05/09
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

CLASSIFICATION AND COMPENSATION: CLASSIFICATION PLAN

Administration of the Plan

South Carolina State University's Office of Human Resource Management (OHRM) is the official liaison with the Budget and Control Board Office of Human Resources in the administration of the uniform Classification Plan.

- A. The responsibility for administration of the Classification Plan rests with OHRM within the limits of the policies and procedures established by the Budget and Control Board Office of Human Resources.
- B. The State Human Resources Director of the Budget and Control Board Office of Human Resources shall be responsible for the overall coordination, review and control of the Classification Plan and its administration.
- C. The following actions shall be approved by the Budget and Control Board Office of Human Resources or OHRM prior to any action being taken to fill or alter a position, or effect other personnel changes:
 1. The initial classification of all positions.
 2. The reclassification of all positions.
 3. The creation of new classes and the revision or abolishment of existing classes.
 4. The Budget and Control Board Office of Human Resources shall be responsible for conducting periodic studies to ensure that the Classification Plan is current and uniform.
 5. The Budget and Control Board Office of Human Resources or OHRM shall require the submission of position descriptions, organizational charts or other related information and shall require the audit of any position as necessary for maintenance of the Classification Plan.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

Position Descriptions

(At South Carolina State University, the Position Description and EPMS form have been combined into one document.)

- A. The position description shall serve as a record of the official assignments of the position to be used in the comparison of positions to ensure uniformity of classification, for the establishment and revision of classes, and as a basis for other personnel matters.
- B. The position description shall include an accurate description of assigned duties and responsibilities and other pertinent information concerning a position. In contrast to general definitions of the level of work and responsibilities, the position description shall include specific duties and responsibilities assigned to a position by appropriate authority, the percentage of time normally devoted to each duty and the designation of essential and marginal functions.
- C. All position descriptions shall be maintained by OHRM (and the Budget and Control Board Office of Human Resources as necessary) on a current basis. Position descriptions shall be reviewed by the supervisor with the employee upon conducting performance appraisals to assure their accuracy.
- D. When a position is moved from one organizational unit to a different organizational unit, a new position description shall be completed and promptly filed with OHRM who shall determine the proper classification of the position based on the assigned duties and responsibilities of the position in the new work location or forward it to the Budget and Control Board Office of Human Resources for proper classification.
- E. When duties change, revised position descriptions shall be forwarded promptly to OHRM for review.

Reclassification of Positions

- A. An established position may be reclassified from one class to a different class as a result of a natural or an organizational change in the duties and responsibilities of the position.
- B. Reclassifications do not apply to and cannot be effected for situations involving the assignment of new duties and responsibilities that have the effect of creating a new position.
- C. The Budget and Control Board Office of Human Resources or OHRM shall approve all reclassifications.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

Internal Titles and Career Paths

- A. Each position at South Carolina State University is assigned a classified or unclassified state title. In addition, titles which more specifically represent the functions of the University and the responsibilities of a position may be assigned internally to the position.
- B. Internal titles should be used to help distinguish between jobs within a pay band, reflect the essential nature of work performed, or define positions at varying levels in a particular occupational area.
- C. To ensure consistency within the University, with other State agencies and with external job markets, the use of internal titles must be approved by OHRM with final authorization by the President. Those titles which have been approved by OHRM and authorized by the President will be recognized as “official” University titles and recorded on the State Human Resources Information System.
- D. OHRM will work with the various departments and offices to identify and define internal titles and occupational career paths.

Minimum Qualifications

- A. OHRM is responsible for determining if candidates for classified positions at the University meet minimum qualification requirements.
- B. Candidates for employment must meet the State minimum requirements for the class as defined on the State class specification. However, because class specifications are so general, positions within the same classification may have different training and experience requirements as well as different knowledge, skills and abilities requirements. Positions requiring either training or experience above the State minimum or additional knowledge, skills and abilities, must be clearly identified and documented by means of the position description.
- C. Once position descriptions have been approved with the additional qualifications determined to be necessary to perform the duties of the position, candidates will be required to meet those qualifications prior to being appointed to the position.