

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

SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: B.2
SUBJECT: Classification and Compensation: Pay Plan	Effective: 06/05/09
	Revised: 05/29/09

**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: PAY 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 Pay Plan.

- A. The responsibility for administration of the Pay Plan rests with OHRM within the limits of the policies and procedures established by the Budget and Control Board's 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 Pay Plan and its administration.
- C. All classified employees will be compensated within the 10-band official Pay Schedule of the State Pay Plan. An employee shall not be paid in excess of the pay range for a class, unless such payments are authorized under this policy.

**Employment/Salary Offer**

No offer of employment and/or salary shall be extended without the prior approval of the Human Resources Director, the Budget Office and the President, regardless of position category. Any such offer made without proper approvals will not be considered valid nor binding on the University.

**Hiring at the Minimum**

An employee must be paid at least the minimum of the pay band for the class to which hired.

**Procedures for Hiring at the Minimum**

- A. The hiring supervisor, in consultation with OHRM, verifies that the applicant meets the minimum training and experience requirements established for the position to which being appointed.

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

- B. The hiring supervisor submits a request to hire the applicant through appropriate administrative channels via the [University's Online Employment System](#).
- C. OHRM forwards an offer of employment letter to the candidate for acceptance or rejection. As applicable, a contract is forwarded to the candidate.

**Hiring Above the Minimum**

An individual who is exceptionally qualified (has training and/or experience which significantly exceeds the minimum training and experience established for the position) may be hired at a starting salary above the minimum of the pay band.

**Procedures for Hiring Above the Minimum**

- A. Prior to making a salary offer, the hiring supervisor determines the appropriateness of the salary being requested based on the following:
  - 1. The applicant's education, training or experience which exceeds the minimum requirements for the position.
  - 2. The employment characteristics of the position to include:
    - a) Recruiting difficulties associated with filling the position.
    - b) Specialized/technical or unique nature of the position.
    - c) Identified differences in market or occupational rates of pay.
  - 3. The salaries of current employees in similar positions for equity considerations.
- B. The hiring supervisor submits a request to hire the applicant through appropriate administrative channels via the [University's Online Employment System](#). The justification must clearly state the rationale for requesting a salary above the minimum of the pay band. The rationale should include the information outlined in item "A" of the Procedures for Hiring Above the Minimum as well as any other applicable information.
- C. Requests for salaries above the midpoint of the pay band will be forwarded to the Budget and Control Board Office of Human Resources for approval.
- D. OHRM forwards an offer of employment letter to the candidate for acceptance or rejection. As applicable, a contract may be forwarded to the candidate.

## SOUTH CAROLINA STATE UNIVERSITY PERSONNEL POLICIES AND PROCEDURES MANUAL

### Reclassification/Promotion Increase

When an employee's position is reclassified to a class having a higher pay band or when an employee is promoted, he or she may be eligible to receive a salary increase. Upon reclassification or promotion, the employee's salary may be increased by up to 15% of base salary, provided the increase does not place his or her salary above the maximum rate of the new pay range. The employee's salary must be increased to at least the minimum rate of the new pay band.

### Procedures for Awarding a Reclassification/Promotion Increase

- A. After an employee's position has been approved for reclassification or after an employee is selected for a position in a higher pay band (promoted), the supervisor completes a Personnel Action Request ([Form P-4](#)). If the promotion is the result of the employee being selected for a posted position, the University's online employment system candidate selection process shall be used.
- B. If an exceptional reclassification or promotion increase is being requested, the justification must indicate detailed rationale for requesting the increase. Rationale such as the following may be presented as justification:
  1. Recognition of an employee's exceptional training and experience which directly relate to the duties and responsibilities of the job.
  2. Maintenance of salary equity among employees occupying equivalent positions within the class.
  3. Recognition of a substantial increase in duties and responsibilities.
- C. The supervisor submits [Form P-4](#), through appropriate administrative channels, to the Vice President (or applicable Division Head) for approval. By approving the salary requested, the Vice President certifies that sufficient funds are available in the department's budget to support the increase.
- D. After obtaining approval from the President, the Vice President submits the signed [Form P-4](#) to the Budget Office for final budgetary approval. After approval, the Budget Office forwards the [Form P-4](#) to OHRM for review, approval and processing. Requests for exceptional salary increases (more than 15%) will be forwarded to the Budget and Control Board Office of Human Resources for approval.

## SOUTH CAROLINA STATE UNIVERSITY PERSONNEL POLICIES AND PROCEDURES MANUAL

### **Additional Job Duties/Responsibilities Increase**

An employee who has been assigned additional job duties and/or broader responsibilities, either within his or her current position or as a reassignment to another position at the University may be eligible for a salary increase.

- A. The employee's salary may be increased by up to 15% for the recognition of the additional (higher level) duties and/or broader responsibilities provided such increase does not place the employee's salary above the maximum rate of the pay band.
- B. If all, or a portion of the additional (higher level) duties and/or broader responsibilities are removed from the employee's position within six months of the date that the salary increase was awarded, his or her salary may be proportionately reduced (see "Salary Decrease for Removal of Additional Job Duties/Responsibilities" section of this policy).

### **Procedures for Awarding an Additional Job Duties/Responsibilities Increase**

An employee's supervisor may submit a salary increase request for assuming additional (higher level) duties and/or broader responsibilities which have the effect of resulting in a higher level position within the pay band.

- A. The supervisor must complete a Personnel Action Request ([Form P-4](#)), detailing the justification for the increase requested as well as an updated position description. Increases in volume of work may not be sufficient justification for an Additional Duties/Responsibilities Increase.
- B. The updated position description and completed [Form P-4](#) must be forwarded through the appropriate administrative channels and approved by the Vice President (or applicable Division Head). By approving the request, the Vice President certifies that sufficient funds are available in the department's budget to support the increase.
- C. After obtaining approval from the President, the Vice President forwards the updated position description and completed [Form P-4](#) to the Budget Office for final budgetary approval. After approval, the Budget Office forwards the [Form P-4](#) to OHRM for review, approval and processing. Requests for exceptional salary increases (more than 15%) will be forwarded to the Budget and Control Board Office of Human Resources for approval.

## SOUTH CAROLINA STATE UNIVERSITY PERSONNEL POLICIES AND PROCEDURES MANUAL

### **Additional Skills/Knowledge Increase**

An increase may be granted when an employee gains additional skills or knowledge directly related to his or her job that enhances the employee's job proficiency. The employee's salary may be increased by up to 15% for the recognition of the additional skills or knowledge provided such increase does not place the employee's salary above the maximum rate of the pay band.

### **Procedures for Awarding an Additional Skills/Knowledge Increase**

An employee's supervisor may submit a salary increase request to recognize the attainment of additional skills or knowledge directly related to his or her job that enhances the employee's job proficiency

- A. The supervisor must complete a Personnel Action Request ([Form P-4](#)), detailing the justification for the increase requested which clearly describes the specific skill or knowledge being rewarded, as well as the way in which the additional skill or knowledge is applicable to the employee's job and how the job is enhanced by it. Additionally, copies of any certification of courses taken, degrees awarded, etc. must be attached to [Form P-4](#).
- B. The completed [Form P-4](#) and supporting documentation must be forwarded through the appropriate administrative channels and approved by the Vice President (or applicable Division Head). By approving the request, the Vice President certifies that sufficient funds are available in the department's budget to support the increase.
- C. After obtaining approval from the President, the Vice President forwards the updated position description and completed [Form P-4](#) to the Budget Office for final budgetary approval. After approval, the Budget Office forwards the [Form P-4](#) to OHRM for review, approval and processing. Requests for exceptional salary increases (more than 15%) will be forwarded to the Budget and Control Board Office of Human Resources for approval.

### **Retention Increase**

A retention increase may be granted when an employee has a bona fide job offer from another employer, either within or outside of State government, and the University desires to retain the services of the employee in his or her current position.

- A. The employee's salary may be increased by up to 15% for the purpose of retention, provided such increase does not place the employee's salary above the maximum of the pay band.
- B. An employee shall receive no more than one retention increase in a one-year period.

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

### **Procedures for Awarding a Retention Increase**

An employee's supervisor may submit a salary increase request for the purpose of retaining that employee upon the employee's presentation of a bona fide job offer from another employer.

- A. The supervisor must complete a Personnel Action Request ([Form P-4](#)), detailing the justification for the increase requested as well as a copy of the bona fide job offer. The justification must include relevant information as to what effect the loss of this employee would have on the department and/or the University as a whole.
- B. The completed [Form P-4](#) and supporting documentation must be forwarded through the appropriate administrative channels and approved by the Vice President (or applicable Division Head). By approving the request, the Vice President certifies that sufficient funds are available in the department's budget to support the increase.
- C. After obtaining approval from the President, the Vice President forwards the completed [Form P-4](#) and supporting documentation to the Budget Office for final budgetary approval. After approval, the Budget Office forwards the [Form P-4](#) to OHRM for review, approval and processing. Requests for exceptional salary increases (more than 15%) will be forwarded to the Budget and Control Board Office of Human Resources for approval.

### **Temporary Salary Increase**

Employees who, for a limited period of time, are assigned duties of a higher level vacant position, assigned to a temporary project which requires the performance of higher level duties or assigned the duties of another position during an incumbent's extended absence while performing his or her own duties, may be awarded a temporary salary increase. Temporary salary increases of up to 15% of the employee's base salary may be granted for a period not to exceed one year. The temporary salary adjustment will be removed at the end of the one-year period or when the circumstances that warranted such an increase are no longer applicable, whichever occurs first. Upon termination of the temporary salary adjustment the employee's salary will revert to its original level.

### **Procedures for Awarding a Temporary Salary Increase**

- A. When an employee is assigned duties under the circumstances for which a temporary salary increase is granted, the employee's supervisor may request that such an increase be awarded.
- B. The supervisor must complete a Personnel Action Request ([Form P-4](#)) detailing the circumstances requiring the temporary assignment of duties and the rationale for the increase requested. In instances in which the employee will be performing the duties of another position, the title of that position must be noted on [Form P-4](#).

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

- C. The supervisor submits [Form P-4](#), through appropriate administrative channels, to the Vice President (or applicable Division Head) for approval. By approving the requested increase, the Vice President certifies that sufficient funds are available in the department's budget to support the increase for the duration of the temporary assignment.
- D. After obtaining approval from the President, the Vice President forwards the completed [Form P-4](#) and supporting documentation to the Budget Office for final budgetary approval. After approval, the Budget Office forwards the [Form P-4](#) to OHRM for review, approval and processing. Requests for exceptional temporary salary increases (more than 15%) will be forwarded to the Budget and Control Board Office of Human Resources for approval.

### **Transfer Increase**

An increase may be granted to an employee of another state agency who accepts a position with South Carolina State University which is in the same class and/or pay band as his or her current position. The salary of the transferring employee may be increased by up to 15% provided such increase does not place the employee's salary above the maximum rate of the pay band. No salary increase may be granted to an employee who is transferring into a lower level position.

### **Procedures for Awarding a Transfer Increase**

- A. Prior to making a salary offer, the hiring supervisor submits a request to hire the applicant through appropriate administrative channels via the [University's Online Employment System](#). The justification must clearly detail the rationale for requesting a salary increase for an employee who is transferring to a position within the same pay band as his or her current position. This should include mention of any recruiting difficulties and/or potential cost savings overall.
- B. As part of the approval process OHRM will:
  - 1. Verify the employee's classification and salary with the Budget and Control Board Office of Human Resources.
  - 2. Review the requested salary's impact on equity when compared to the salaries of current University employees in similar positions.

### **Salary Decrease for Removal of Additional Job Duties/Responsibilities**

The salary of an employee who was awarded an Additional Job Duties/Responsibilities Increase upon the assignment of additional (higher level) job duties and/or broader responsibilities may be reduced if the job duties and/or responsibilities are removed within six months of the date that the salary increase was awarded (or prior to the end of the trial period).

## SOUTH CAROLINA STATE UNIVERSITY PERSONNEL POLICIES AND PROCEDURES MANUAL

Should all of the additional duties and/or responsibilities be removed, the employee's salary must be reduced by the entire amount of the Additional Job Duties/Responsibilities Increase that was awarded. However, if a portion of the additional job duties and/or responsibilities remains assigned to the employee, he or she may be eligible to keep a proportionate share of the increase that was originally awarded.

### **Procedures for Effecting a Salary Decrease for Removal of Additional Job Duties/Responsibilities**

- A. Prior to any action being taken to effect a salary decrease for Removal of Additional Job Duties/Responsibilities, the employee's supervisor must consult with the Human Resources Director.
- B. After consultation with the Human Resources Director, the supervisor completes a Personnel Action Request ([Form P-4](#)), detailing the rationale for the decrease requested and the specific job duties and/or responsibilities which were removed. Additionally, the supervisor must submit an updated position description.
- C. The supervisor submits [Form P-4](#) and the updated position description, through appropriate administrative channels, to the Vice President (or applicable Division Head) for approval.
- D. The Vice President forwards the signed request for salary decrease ([Form P-4](#)) and updated position description to OHRM for approval and processing.

### **Voluntary Salary Decrease**

An employee who voluntarily accepts lower level responsibilities as follows may, at the discretion of the Vice President (or applicable Division Head), be paid at a salary equal to or below the current salary (for demotion or downward reclassification the salary must be within the lower pay band). The employee must sign a written statement indicating agreement to the salary decrease.

- A. Assignment of lower-level responsibilities in his or her current position.
- B. Assignment to another position in the current pay band with lower level responsibilities than his or her current position.
- C. Reclassification of his or her position to a class with a lower pay band.
- D. Demotion to a position in a lower pay band.

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

**Procedures for Effecting a Voluntary Salary Decrease**

- A. Prior to any action being taken to effect a Voluntary Salary Decrease, the employee's supervisor must consult with the Human Resources Director.
- B. After consultation with the Human Resources Director, the supervisor, the Vice President and the employee negotiate a salary to be paid to the employee in the lower level assignment.
- C. Upon accepting the new assignment and lower salary, the employee signs a letter of agreement to a Voluntary Salary Decrease.
- D. The supervisor submits a Personnel Action Request ([Form P-4](#)) and the signed Voluntary Salary Decrease letter of agreement, through appropriate administrative channels, to the Vice President for approval.
- E. The Vice President forwards [Form P-4](#) and the Voluntary Salary Decrease letter of agreement to OHRM for review and processing.

**Other Salary Decreases**

Requests for a decrease in an employee's salary for disciplinary reasons, poor performance or as a result of an involuntary assignment of lower level responsibilities, demotion or downward reclassification must be discussed with the Vice President (or applicable Division Head) and the Human Resources Director prior to any action being initiated by the supervisor.

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

**STATE OF SOUTH CAROLINA  
PAY BANDS**

<b>PAY BAND</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
01	\$ 15,080	\$ 20,313	\$ 25,546
02	\$ 16,806	\$ 23,950	\$ 31,095
03	\$ 20,450	\$ 29,145	\$ 37,840
04	\$ 24,881	\$ 35,457	\$ 46,033
05	\$ 30,274	\$ 43,144	\$ 56,015
06	\$ 36,840	\$ 52,500	\$ 68,160
07	\$ 44,825	\$ 63,877	\$ 82,930
08	\$ 54,540	\$ 77,723	\$100,907
09	\$ 66,360	\$ 94,567	\$122,775
10	\$ 80,743	\$115,063	\$149,383

Effective July 24, 2009