

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

SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: H
SUBJECT: Performance Based Pay	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.**

**PERFORMANCE BASED PAY**

South Carolina State University's Performance Based Pay Plan has been established in accordance with Section 8-1-160 of the South Carolina Code of Laws, which allows state agencies to increase individual employee salaries based upon performance. Performance Based Pay increases should not be confused with Legislative Performance Pay (Merit) increases which are granted when prescribed within the annual Appropriations Act in accordance with the State Employee Pay Plan.

**General Provisions**

- A. This performance based pay program is for employees who make exceptional contributions to the University. As such, it should be recognized as separate and distinct from existing methods by which faculty and staff salaries may be increased. Performance evaluations must be an integral part of the Performance Based Pay Plan but should not automatically qualify an employee for an increase.
- B. Specific, detailed documentation supporting the request for all faculty and staff must be included and subsequently approved through administrative channels. It is expected that the number of Performance Based Pay increases will be limited and awarded to only the most exceptional employees.
- C. The Performance Based Pay Plan is subject to the availability of funds. The criteria listed below will govern the awarding of increases under the Plan.

**Eligibility**

- A. All classified and unclassified employees in FTE positions, except those in probationary status, are eligible to receive a Performance Based Pay increase under this Plan. Temporary grant employees are eligible if the grant allows for such increases.
- B. All faculty of the University, except those serving in temporary appointments, are eligible to receive a Performance Based Pay increase under this Plan. Temporary grant employees are eligible if the grant allows for such increases.

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

**Criteria for Performance Based Pay**

- A. Staff Employees - The rationale for a performance based pay increase must include a minimum of three of the following criteria as documented by the department head and approved by the appropriate Vice President (or applicable Division Head).
1. A significant increase in service, quality of work or productivity through innovation.
  2. A substantial contribution to the objectives of the department, division or University through the performance of special assignments or the provision of exceptional customer service not previously included in EPMS objectives.
  3. A significant contribution to cost savings, cost reduction or cost containment.
  4. The attainment of a higher level of education or professional development related to the current position or recognized as being otherwise valuable to the department or division.
  5. An overall rating of “Exceeds Requirements” or “Substantially Exceeds Requirements” on the EPMS evaluation for the current review period. (Such a rating does not automatically qualify an employee for a performance based pay increase.)
- B. Faculty - Faculty under consideration for a performance based pay increase must meet a minimum of three of the following criteria as documented by the Chairperson and Dean, and approved by the Vice President of Academic Affairs.
1. Consistently outstanding teaching evaluations and academic advising.
  2. Outstanding record of research, scholarship, or creative activity. Outstanding record of leadership for the development, delivery and evaluation of educational programs and information.
  3. A significant record of public, professional or institutional service.
  4. Significant honors or awards from either internal or external sources.
  5. In instances of consistently high performances, to correct a salary inequity within the department/school/college or to meet the job market for the position/discipline.

**Procedures**

- A. An employee’s supervisor may submit, through appropriate administrative channels, a request to award a performance increase. Specific detailed justification for awarding an increase must be well documented on a Personnel Action Request ([Form P-4](#)) and must include the following:

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

1. A detailed account of how three or more of the criteria have been met by the employee.
  2. A copy of the employee's performance appraisal document for the current review period.
  3. Copies of any documents which support the rationale.
- B. The documentation must be submitted through appropriate administrative channels and approved by the Vice President (or applicable Division Head). By approving the request for a Performance Based Pay increase, the Vice President certifies that sufficient funds are available in the department's budget to support the requested increase.
- C. The Vice President forwards [Form P-4](#) and the other documentation to the Budget Office for budgetary approval. After approval, the Budget Office forwards the appointment materials to the Office of Human Resource Management for review and evaluation, prior to submission to the President for final approval.
- D. After approval by the President, the request and other documentation are returned to the Office of Human Resource Management for recording and processing.
- E. Performance Based Pay increases may range from 1% to 15% of an employee's base salary provided the increase does not place the employee's base salary above the maximum of the salary range. An employee may receive only one performance increase in a fiscal year.