

<b>ADMINISTRATIVE DIVISION</b>		<b>POLICY NUMBER</b>
HR Division of Human Resources		HR 1.38
<b>POLICY TITLE</b>		
Base Salary Increases		
<b>SCOPE OF POLICY</b>		<b>DATE OF REVISION</b>
USC System		January 31, 2019
<b>RESPONSIBLE OFFICER</b>		<b>ADMINISTRATIVE OFFICE</b>
Vice President for Human Resources		Division of Human Resources

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**PURPOSE**

This document provides guidance regarding the mechanisms available to provide base salary increases to faculty and staff at the University of South Carolina. Opportunities for salary increases are essential to provide employees with equitable compensation for their work, encouraging strong workplace performance, retaining highly qualified and talented employees, and promoting a rewarding work environment.

**DEFINITIONS**

**Base Pay:** The rate of pay approved for an employee in their position exclusive of any additional pay, such as supplements, bonuses, longevity pay, temporary salary adjustments, shift differential pay, on-call pay, special assignment pay, or market or geographic differential pay.

**Classified Position:** A position that has been assigned to a class.

**Covered Employee:** A full-time or part-time employee occupying a part or all of an FTE position who has successfully completed the probationary period and who has grievance rights.

**Faculty:** All employees who hold a tenure-track or non-tenure track title as defined by university policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions.

**Full-Time Equivalent (FTE):** A position authorized by the General Assembly which is expressed as a numerical value as a percentage of time in hours and of funds.

**Pay Band:** For classified positions, the dollar amount between the minimum and maximum rates of pay to which a class is assigned by the Division of State Human Resources.

**Research Grant Position (RGP):** A type of non-FTE position which is funded by federal grants, private foundation grants, research grants, medical school practice plans, individual private gifts, externally generated revenue for service testing agreements and grant generated revenue or a combination of these funding sources. RGP employees are not covered employees.

**Temporary Position:** A full or part-time non-FTE position for a period of time not to exceed one year.

**Time Limited (TL):** A full or part-time non-FTE position hired to fill a position with time-limited project funding approved or authorized by the appropriate State authority, and who is not a covered employee.

**Unclassified Academic Staff:** All employees who hold an unclassified academic staff title as defined by university policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions.

**Unclassified Position:** A position that has been assigned to an unclassified State title.

## **POLICY STATEMENT**

Base salary increases for faculty and staff at the University of South Carolina allow the university to address market and equity concerns, recognize changes in position duties, and reward faculty and staff.

### **A. Eligibility**

1. All employees of the University of South Carolina, except faculty and staff serving in a temporary position, are eligible for consideration for base salary increases.
2. Specific restrictions based on the type of base salary increase are noted below.

### **B. Qualifying Reasons for a Base Salary Increase**

1. Legislative Increase. The state legislature may authorize a general increase or merit increase for FTE employees. General or merit increases shall be provided to employees in

accordance with the provisions of the annual Appropriations Act. Research Grant Positions and Time Limited positions are not eligible for legislative increases but may be awarded an increase of a comparable amount if grant funds, grant generated funds, or project funds are available to cover the cost of the increase.

2. Rank Promotion. Rank promotional increases for faculty and unclassified academic staff are governed by state regulations, the appropriate faculty manual and by university policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions and are not subject to the financial restriction noted in section C.3. Additional guidance for non-tenure-track faculty positions at USC Columbia is available in university policy ACAF 1.16 Non-Tenure Track Faculty.
3. Exemplary Performance. Increases based on exemplary performance are governed by university policy HR 1.37 Pay for Performance.
4. Additional Duties or Responsibilities (ADR). When an employee is assigned additional job duties or broader responsibilities, either within their current position or as a reassignment to another position in the same pay band and on a permanent basis they may be granted an increase. In the unanticipated event that the additional job duties or responsibilities are removed from the employee within six months of the date that the salary increase was awarded, the salary may be reduced by up to the amount of the additional job duties or responsibilities increase.
5. Additional Skills and Knowledge (ASK). An increase may be granted when an employee gains additional skill or knowledge that is directly related to their position.
6. Retention. An increase may be granted when an employee has a bona fide job offer from another employer, either within or outside of state government. An employee shall receive no more than one retention increase in a 12 month period.
7. Equity. An employee may be granted an increase to correct salary inequity or salary compression or to address a job market salary discrepancy for the position.
8. Promotion. Unclassified employees may receive a promotional increase when they change positions and it is determined that the new position has a higher level of job duties and responsibilities than the former position. Classified employees may receive a promotional increase when moving to a higher pay band.
9. Change in Unclassified Title. Unclassified non-academic staff may receive an increase when the assignment of higher level job duties or responsibilities result in a change in unclassified state title.

10. **Reclassification.** A classified employee may receive an increase when their position is reclassified to a higher pay band.

#### C. Amount of Salary Increase

1. A classified employee who is promoted to a higher pay band must be paid at least the minimum of the new pay band. Upon promotion, a classified employee's salary may be increased by up to 15% of their salary prior to promotion, or to the midpoint of the new pay band, whichever is greater. Such increase shall not place the employee's salary above the maximum of the new pay band.
2. Upon reclassification a classified employee's salary shall be increased to at least the minimum of the pay band of the class to which reclassified. Upon reclassification, a classified employee's salary may be increased by up to 15% of the salary prior to reclassification, provided such increase does not place the employee's salary above the maximum of the new pay band.
3. Base salary increases for faculty may be awarded for up to 15% of an employee's base salary and are approved by the appropriate academic authority.
4. Base salary increases for unclassified staff may be awarded for up to 15% of an employee's base salary.
5. For an increase of more than 15%, or above the midpoint of the pay band for classified employee promotions, the unit must submit written justification to the USC Division of Human Resources for approval.
6. All increases for classified and unclassified staff are reviewed by the USC Division of Human Resources for equity, market factors, relevant qualifications, and time in position.
7. An employee is not eligible to receive a base salary increase upon downward reclassification, assignment to lower level responsibilities or demotion.

#### D. Funding and Effective Date of Base Salary Increases

1. All increases will be paid from the unit's budget. By submitting a base salary increase, the responsible administrator is certifying that sufficient recurring funds are available in the unit budget.
2. Base salary increases will be effective on the pay period coincident with or immediately following approval by the USC Division of Human Resources.

**PROCEDURES**

Procedures, forms, and general guidance related to this policy can be found on the Division of Human Resources website at <http://hr.sc.edu/>.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[State Human Resources Regulations 19-705.04, 19-706.04](#)

[ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#)

[ACAF 1.16 Non-Tenure Track Faculty](#)

[HR 1.37 Pay for Performance](#)

[HR 1.77 Bonuses](#)

[HR 1.79 Salary Adjustments Outside of Base Pay](#)

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
January 31, 2019	New policy to cover mechanisms authorized by the USC Division of State Human Resources for base salary increases for faculty and staff.