

HR Definitions

The following definitions will help you determine the correct type of salary adjustment and object code to use when requesting non-base salary adjustments.

Position Types and Attributes

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.

Base Period

The period of time that defines the regular annual schedule of employment. Employees on an academic year appointment have a base period of nine months running from August 16 to May 15. Employees on a calendar year appointment have a base period of twelve months.

Covered Employee

A full-time or part-time employee occupying a part or all of a Full Time Equivalent (FTE) position who has completed the probationary period and has a “meets” or higher overall rating on the employee’s performance evaluation and who has grievance rights. Instructional personnel are covered upon the completion of one academic year except for faculty at state technical colleges upon the completion of not more than two full academic years’ duration. If an employee does not receive an evaluation before the performance review date, the employee must be considered to have performed in a satisfactory manner and be a covered employee. This definition does not include employees in positions such as temporary, temporary grant or time-limited employees who do not have grievance rights.

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.

Reclassification

For classified positions, the assignment of a position in one class to another class which is the result of a natural or an organizational change in duties or responsibilities of the position.

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.

Base Salary Adjustments

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. Should the additional job duties or responsibilities be 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.

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.

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.

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. Requests for an equity or compression increase should be submitted on a PBP-4/5 until PeopleSoft HCM is implemented on April 1, 2019.

Pay for Performance

Increases based on exemplary performance are governed by university policy HR 1.37 Pay for Performance. Note that requested increases for equity and retention are no longer processed as pay for performance increases.

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.

Promotion

Unclassified employees may receive a promotional increase when 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.

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. Additional guidance for non-tenure-track faculty positions at USC Columbia is available in university policy ACAF 1.16 Non-Tenure Track Faculty.

Reclassification

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

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. Requests for a retention increase should be submitted on a PBP-4/5 until PeopleSoft HCM is implemented on April 1, 2019.

Non-Base Salary Adjustments

Administrative Salary Adjustment

Additional compensation not part of the base pay for faculty to whom additional administrative responsibilities are assigned related to their role as Dean, Assistant Dean, Associate Dean or Department Chair. Note that this category is restricted to select titles defined in state regulations. Special assignment salary adjustments should be used for other administrative roles.

Endowed Chairs and Named Professorships Salary Adjustments

Salary adjustment awarded to faculty who have distinguished themselves through their teaching, research, scholarship and creative works. Policies and procedures addressing the appointment and review of endowed chair and named professorship adjustments are provided in university policy ACAF 1.21 Appointment and Review of Endowed Chairs and Named Professorships.

Grant Salary Adjustment

Additional compensation not part of the base pay for an employee in an FTE position for duties that are funded by a grant and are not considered part of the employee's base appointment. For USC, as most grants cannot directly pay for a grant salary adjustment, the

adjustment is paid from general funds available because of salary release from the grant funds.

Object Codes

The object codes were changed in early 2018. These should be used until PeopleSoft HCM is implemented on April 1, 2019.

51204 – Temporary Salary Adjustment
51207 – Special Assignment Pay
51304 – Administrative Salary Adjustment
51305 – Grant Salary Adjustment
51307 – SOM Variable Component
51800 – Endowed Chair, Professorship, Fixed Chair, CDP, BPF

Salary Adjustment

Any compensation, excluding travel reimbursement, from an affiliated public charity, foundation, clinical faculty practice plan or other public source or from a private source that is not part of the employee's base pay.

Special Assignment Pay

Additional compensation not part of the base pay for an employee for a period of time when on special assignment. When a faculty member assumes an administrative role that is not included for an administrative salary adjustment (e.g., President, Provost, Associate/Assistant Provost, Vice or Deputy Provost, Director, Coordinator, Head, Principal, Chancellor, Fellow or Assistant Department Chair), a special assignment pay should be the mechanism to compensate the faculty member.

Temporary Salary Adjustment

Additional compensation not part of the base pay for an employee in an FTE position for a specific period of time. Temporary salary adjustments are for 12 months or less and may be renewed. Temporary salary adjustments for faculty are primarily used for course overload. For the Fall 2019 academic calendar, another mechanism will be available in PeopleSoft.

University Affiliated Foundation Adjustments

Salary adjustments which are funded through the University of South Carolina Educational Foundation or other affiliated foundations.

Variable Salary Adjustment

Additional compensation not part of the base pay for a faculty member in in an FTE position who obtains grant funds to cover a portion of their total compensation. The adjustment can vary based on available resources rather than a formal appointment or assignment of responsibilities.

