

## **WINTHROP UNIVERSITY COMPENSATION POLICY FOR CLASSIFIED STAFF**

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### **PURPOSE**

Winthrop University is committed to ensuring fair and equitable compensation for all faculty and staff. The university will continue to seek and maintain competitive salaries based on current market data and reward employees, within existing fiscal resources, who consistently contribute to the success of the university's mission by performing above and beyond what is minimally required.

### **APPLICABILITY**

This policy applies to employees in classified state FTE positions.

### **POLICY**

#### **WINTHROP UNIVERSITY WINTHROP UNIVERSITY PERSONNEL COMMITTEE**

The Winthrop University Personnel Committee is appointed by the President and includes the Provost, the Vice President for Finance and Business, and the Vice President for Human Resources, Employee Diversity and Wellness, or other Winthrop personnel appointed by the President. The Winthrop University Personnel Committee is responsible for reviewing and recommending to the President approval for pay actions listed below, including hiring salaries, salary increases, salary decreases, and compensation not included in base pay. **The completed and approved Personnel Action Form is the final approval for all salary actions.** Supervisors who provide information regarding potential salary actions to employees prior to the approval of the PAF may be subject to disciplinary action for failure to follow Winthrop policies and procedures.

### **COMPENSATION**

Winthrop procedures for the salary actions listed in this policy can be located on the Winthrop Office of Human Resources website. All procedures must be followed. Supervisors who fail to follow Winthrop procedures in compensation matters may be subject to disciplinary action, up to and including termination.

### **HIRING SALARIES**

1. Hiring at the Minimum – Classified employees must be paid at least the minimum of the state pay band and Winthrop level for the class to which hired and must meet the minimum education and experience required for the position.
  
2. Hiring Above the Minimum

- (a) Exceptional Qualifications – If an individual is exceptionally qualified for the position, the Office of Human Resources, with the recommendation of the Winthrop University Personnel Committee, may authorize a salary for the individual at a rate above the minimum of the pay band and Winthrop level for the class based on written justification submitted by the hiring department.
- (b) Special Hire Rate – Based on written justification submitted by the hiring department, the Office of Human Resources, with the recommendation of the Winthrop University Personnel Committee, may approve a special hire rate when experience has shown that recruitment of qualified applicants for selected position in a class has not been possible at the minimum of the pay band and Winthrop level.

## **SALARY INCREASES**

With the exception of general increase and performance increase, any salary increase in excess of 15% will be considered an exceptional salary increase. In accordance with authority delegated to Winthrop University by the State Human Resources Director, the Vice President for Human Resources, Employee Diversity and Wellness must approve an exceptional salary increase prior to further review by the Winthrop University Personnel Committee.

### 1. General Increase

The South Carolina Legislature may appropriate money for state employee salary increases each fiscal year. If money is allocated, employees are awarded a cost of living allowance (COLA). A cost of living allowance will be provided for employees in permanent FTE positions in accordance with the appropriations act and direction from the State Human Resources Division.

### 2. Performance Increase

Salary increases may be awarded to employees based on exceptional performance and productivity. The employee's performance rating (EPMS) as well as availability of funds will be determining factors for performance-based increases. Performance increases shall not place an employee's salary above the maximum salary of the pay band.

### 3. Additional Skills or Knowledge Increase

A salary increase may be granted when an employee gains additional skills and/or knowledge, such as completion of a degree or a specific job-related course or training, directly related to his job responsibilities that enhance job proficiency and contribute to the overall mission of the university. A maximum increase of 15% may be awarded not to exceed the maximum of the pay band upon appropriate approval and within existing fiscal resources.

### 4. Additional Job Duties or Responsibilities Increase

Employees may be eligible for a salary increase when additional duties and/or broader responsibilities are assigned either within his current position or another position in the same pay band. An increase up to 15% may be granted not to exceed the maximum salary of the pay band upon appropriate approval and within existing fiscal resources.

### 5. Transfer Increase

Employees who transfer from another state agency to Winthrop University in the same pay band may be granted a salary increase up to 15% not to exceed the maximum salary of the pay band upon appropriate approval and within existing fiscal resources.

6. Retention Increase

Upon appropriate approval, an in-band salary increase may be granted when an employee has a bona fide job offer from another employer, either within or outside state government, and the department wishes to retain the services of the employee in his current position. The employee's salary may be increased up to 15%, and the employee shall receive no more than one retention increase in a one-year period.

7. Promotional Increase

Upon appropriate approval, a salary increase may be granted when an employee receives a promotion to a position of a higher pay band. The employee's salary shall be increased to at least the minimum salary of the pay band of the class to which promoted, and may be increased by up to 15% of his salary, or to the midpoint of the new pay band, whichever is greater.

8. Reclassification Increase

When an employee's current position is reclassified to a higher pay band, the employee's salary shall be increased to at least the minimum of the pay band of the class to which reclassified. The salary may be increased up to 15% not to exceed the maximum salary of the new pay band upon appropriate approval and within existing fiscal resources.

9. Reallocation Increase

When the SC Human Resources Division reallocates a class to a higher pay band, an employee in that classification shall receive at least the new minimum of the new pay band or up to a 15% salary adjustment provided such increase does not place an employee's salary above the maximum of the new pay band.

## **SALARY DECREASES**

1. Performance Decreases

An employee's salary may decrease based upon performance. Performance decreases must not place an employee's salary below the minimum of the pay band. Performance decreases must be based on the results of an Employee Performance Management System (EPMS) evaluation.

2. Removal of Additional Job Duties or Responsibilities

The salary of an employee may be decreased if the additional job duties or responsibilities, which justified the salary increase, are removed within six months or prior to the end of the trial period. The salary may be reduced up to the amount of the additional duties or increase, and the action is not grievable or appealable under the State Employee Grievance Procedure Act.

3. Assignment of Lower-level Responsibilities

(a) Voluntary Reason - An employee who is voluntarily assigned lower-level responsibilities or moved to a position in his current pay band with lower-level responsibilities than his current position may be paid at any rate within the pay band provided the pay rate is equal to or below the current salary provided the employee signs the Change in Status Notification form indicating agreement to the salary decrease.

(b) Involuntary Reason - An employee who is involuntarily assigned lower-level responsibilities or moved to a position in his current pay band with lower-level responsibilities than his current position, shall not have his salary reduced for a period of six months from the date of the action unless an exception is approved by the Budget and Control Board. After the six months, the salary may be reduced no more than 15% or to the midpoint of the pay band, whichever is lower.

4. Demotion and Downward Reclassification Decreases

(a) Voluntary Reason – An employee who voluntarily has his position reclassified to a class with a lower pay band or is demoted to a position in a lower pay band may be paid at a salary equal to or below the current salary. However, the rate must be within the lower pay band and the employee must sign the Change of Status Notification form indicating agreement to the salary decrease.

(b) Disciplinary or Performance Reason – An employee who, as the result of a disciplinary action or unsatisfactory rating on an EPMS evaluation, has his position reclassified to a class with a lower pay band or is demoted to a position in a lower pay band, may be paid at a rate equal to or below the current salary, but within the lower pay band.

(c) Involuntary or Non-Disciplinary Reason – When an employee is demoted due to involuntary or non-disciplinary reasons or when an occupied position is reclassified to a class in a lower pay band for these reasons, the employee’s salary shall not be reduced for a period of six months from the date of the demotion or downward reclassification unless an exception is approved by the Budget and Control Board. After the expiration of the six-month period, with the approval of the President or designee, the employee’s salary may be reduced no more than 15% or to the midpoint of the pay band, whichever is lower. An employee exempt from the State Employee Grievance Procedure Act, who is involuntarily demoted or downwardly reclassified, may have his salary reduced no more than 15% or to the midpoint of the pay band, whichever is lower, immediately following the demotion or downward reclassification.

(d) An employee who is promoted or his position is reclassified upward, and subsequently demoted or his position is reclassified downward prior to attaining permanent status in a class of a higher pay band, shall have a reduction in pay as follows:

(1) When an employee is demoted or his position is reclassified to the previous class or to a class with the same pay band held prior to promotion or reclassification, or to a class with a lower pay band, the employee’s salary will be reduced by the amount previously received upon promotion or upward reclassification provided the salary will not exceed the maximum of the pay band for the class to which demoted or downwardly reclassified.

(2) When an employee is demoted or his position is reclassified downward to a class having a higher pay band than the original position, the employee’s salary will be reduced by the amount previously received upon promotion or reclassification and the employee’s new salary will be established in accordance with state regulations.

5. Downward Band Reallocation

When a class is reallocated to a lower pay band, the pay of an employee shall not be changed as a result of this action for a period of one year from the date of the action unless an exception is approved by the Budget and Control Board. After the expiration of the one-year period, with the approval of the President, the employee’s salary may be reduced no more than 15% or to the

midpoint of the pay band, whichever is lower. If the employee's salary exceeds the maximum of the new pay band, the employee shall not be eligible for pay increases of any type unless:

- (a) Subsequent pay adjustments establish the maximum of the pay band above the employee's rate of pay; or
- (b) The employee is subsequently promoted or his position is reclassified, and his current rate of pay is below the maximum of the pay band for the class to which promoted or reclassified.

## **COMPENSATION NOT INCLUDED IN BASE SALARY**

### **1. Temporary Salary Adjustment**

The Office of Resources is authorized to approve a temporary salary adjustment for an employee in a full-time equivalent (FTE) position if circumstances warrant such approval. The temporary salary adjustment must be removed when the circumstances that warranted such an increase are no longer present. A temporary salary adjustment generally includes additional pay for an increase in duties for a temporary period of time. *(A temporary salary adjustment is sometimes confused with dual employment, which occurs when an employee accepts a second job assignment that is separate from and in addition to his regular work assignment. See Winthrop University Dual Employment Policy and contact the Office of Human Resources with questions.)*

### **2. Shift Differential Pay**

The Office of Human Resources may approve the additional payment of a shift differential for classifications of employee in the entire university or any portion of the university assigned to an evening, night, weekend, rotating, or split shift. To qualify the shift for approval, the majority of hours of the shift must be outside the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. The employee's pay shall be adjusted by the amount approved, even if such amount increases the employee's salary above the maximum of the pay band for the class.

### **3. On-Call Pay**

On-call pay is pay by the university for classifications of employees in the entire university or any portion of the university to remain available to return to work within a specified period of time. (See the Winthrop University Compensation, Overtime, and Workweek Policy for additional information regarding on-call pay.)

### **4. Call Back Pay**

Call back pay is pay by the university for an employee to report to work either before or after normal duty hours to perform emergency services. The university shall determine which groups of employees shall be subject to call back. Non-exempt employees shall be compensated for hours worked as a result of a call back at their regular hourly rate plus any shift differential for which they might be eligible and such time shall be counted in computing any overtime that may be due. When an employee to be called back for emergency services which require less than two hours on the job, or when no work is available when he reports, the employee shall be compensated a minimum of two hours. An employee shall not receive call back pay if:

- (a) The call back has been canceled and the employee received notice in advance not to report to work; or
- (b) The employee refuses alternate work that is offered upon reporting to work.

(See the Winthrop University Compensation, Overtime, and Workweek Policy for additional information regarding call back pay.)

5. Special Assignment Pay

With the recommendation of the Winthrop University Personnel Committee and approval by the President, the Office of Human Resources may approve additional compensation to classifications of employees in the entire university or any portion of the university for periods of time when he is on special assignment if circumstances warrant such approval based on guidelines established by the SC Human Resources Division.

6. Market or geographic differential pay

With the recommendation of the Winthrop University Personnel Committee and approval of the President, the Office of Human Resources may approve Market or Geographic Differential Pay for classifications of employees in the entire university or any portion of the university for periods of time when circumstances warrant such approval.

7. Bonuses

The General Assembly has authorized various programs through which agencies may award bonuses to employees. The university shall comply with guidelines established by the Budget and Control Board in the administration of bonus program. (S.C. Code Ann. 8-11-950 and 8-11-920 (4)).

8. Grant Salary Adjustment

The Office of Human Resources is authorized to approve a grant salary adjustment for an employee in an FTE position if circumstances warrant such an approval. The grant salary adjustment must be removed when the circumstances that warranted such an increase are no longer present.

#### **EFFECTIVE DATES OF SALARY CHANGES**

1. The effective date of all salary changes shall be no earlier than the date the action is approved by the appropriate authority.
2. Retroactivity – the university must comply with Article III, 30 of the South Carolina Constitution regarding retroactivity (S.C. Constitution, Article III, 30).
3. Concurrent Increases
  - (a) When general increases and other salary increases are awarded on the same date, the general increase shall be applied prior to any other salary increases.
  - (b) When performance pay increases under 8-11-940 of the South Carolina Code of Laws and salary increases other than general increases are awarded on the same date, the performance pay increase shall be applied prior to any other salary increases.
4. Budgetary Limitations – in the case of budgetary limitations, the SC Human Resources Division may approve exceptions to those salary increases that require approval by SC Human Resources Division regarding the effective date of salary increases based on written justification provided by the university. Agencies should document internally the need to make exceptions regarding the effective date of salary increases for those increases for which they have approval authority.