

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

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TITLE: COMPENSATION PLAN FOR UNCLASSIFIED
NON-TEACHING PERSONNEL (UNTP)

**POLICY
REFERENCE NUMBER:** 8-2-102

**DIVISION OF
RESPONSIBILITY:** Human Resource Services

DATE OF LAST REVISION: June 12, 2012

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM 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.

Unclassified non-teaching personnel (UNTP) positions are designed to recognize selected upper level, senior management jobs which are not appropriate for classification in the State's classified service due to their hybrid scope of authority and responsibility. These positions have direct leadership responsibilities for one or more major functional areas or overall management for a special service or activity of a college. The functional groupings and number of UNTP positions will vary according to the size and organizational complexity of the respective college. It is expected that each college will administer the employment, classification, and compensation for UNTP in keeping with this procedure.

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I. CLASSIFICATION ACTIONS

The System President delegates authority for classification actions to the College Presidents. All delegated classification actions are subject to audit by the System Office. The System President reserves the right to withdraw delegation authority from an individual college based upon non-compliance with State Board for Technical and Comprehensive Education (SBTCE) system procedures. Classification actions shall be accomplished through the use of a Position Description form. All proposed classification actions shall be reviewed by college human resources staff to ensure that classification actions are sufficiently justified, documented, and in compliance with all applicable procedures. An updated organizational chart illustrating the position's reporting relationships within the institution shall be prepared and maintained.

II. DEFINITION OF UNTP POSITIONS

Assistant Academic Program Director:

Positions assigned to this group will normally be responsible for the direction and supervision of major related sections/departments within the major functional areas or will provide overall management for a special service or activity within the College and will report directly to an institutional officer or other chief officer of the college.

Associate Academic Program Director:

Positions assigned to this group will normally be limited to those with chief officer responsibilities that encompass one or more of the major functions of the college and who report directly to an institutional officer and generally supervises one or more professional level positions.

III. MINIMUM REQUIREMENTS

All individuals appointed to UNTP positions at colleges in the South Carolina Technical College System (SCTCS) shall possess at least the minimum qualifications as indicated in the Unclassified Non-Teaching Classification Specification.

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IV. CONDITIONS OF EMPLOYMENT

Individuals filling UNTP positions are considered to have covered status in the full time equivalent (FTE) position to which appointed upon successful completion of the twelve (12) months probationary period or a six (6) months trial period in the case of a covered employee.

Holidays, annual, sick, and other leave for UNTP will be administered in accordance with the procedures set forth in SBTCE leave policies for classified employees.

V. ANNUAL SALARY MAXIMUM

The maximum annual salaries for UNTP positions shall be indexed in the following manner:

Assistant Academic Program Director:

At 85% of the Associate Academic Program Director maximum.

Associate Academic Program Director:

At 85% of the maximum of Group I Senior Vice Presidential range.

These maximum salaries are normally updated annually and distributed with the SBTCE's Fiscal Year Salary Increase Guidelines.

VI. SALARY ACTIONS

The System President delegates authority for pay actions to the College Presidents. All proposed pay actions shall be reviewed by college human resources staff and/or the System Office to ensure that requested pay actions are sufficiently justified, documented, and in compliance with all applicable procedures. All delegated pay actions are subject to audit by the System Office. The System President reserves the right to withdraw delegation authority from an individual college based upon non-compliance with the SCTCS procedures.

Exceptional pay actions, (in excess of 15%), must be submitted through the College's human resources office to the System Office for review and evaluation prior to submission to the Budget and Control Board's Human Resources Division (B&CB's HRD) for consideration.

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The System Office shall serve as the college's liaison/facilitator for non-delegated pay actions with the B&CB's HRD.

The South Carolina Constitution restricts any retroactive payment of salary increases. Therefore, approval of requested pay actions must be accomplished prior to the desired effective date of the action.

It is expected that each college will develop internal policies, procedures, or guidelines stating how the college's pay plan will be administered in keeping with the procedure.

A. SETTING OF APPOINTMENT SALARY

1. New Hires

The College President is responsible and accountable for setting UNTP salaries at an appropriate and equitable level up to the maximum of the respective range. A salary analysis must be conducted to provide a sound basis to support the approval of the respective appointment salary. The analysis shall include the following compensable factors:

- a) internal equity among similarly qualified individuals within the respective classification or group;
- b) documented external market conditions;
- c) budgetary considerations; and
- d) other relevant factors which impact the selection process.

2. Current State Employee

a. Movement from a Classified Position to an Unclassified Position:

When a state employee moves from a classified position to an unclassified position within the SCTCS, the employee's salary may be increased up to 15%. Increases in excess of 15% must receive approval (prior to the effective date) by the B&CB's HRD.

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- b. Promotion, Demotion, Reassignment or Transfer Appointments. When an employee moves from a classified position to an unclassified position or an unclassified position from another state agency to an unclassified position at the System Office/College, or from one unclassified category (faculty, UNTP, VP) to another unclassified category (faculty, UNTP, VP), the agency shall determine whether the new position has a higher, lower, or equivalent level of job duties or responsibilities than the former position. Based on that determination, the movement will be a promotion, demotion, reassignment, or transfer, and the employee's status will be governed by the B&CB's HRD Regulations. Additionally, if the successful candidate is currently employed in a FTE position within State Government, salary considerations will be in keeping with the appropriate promotion, demotion, reassignment or transfer appointment guidelines as prescribed by the B&CB's HRD Regulations.

B. SALARY INCREASES

UNTP are eligible to receive salary increases on an annual basis in keeping with the provisions of the B&CB's HRD fiscal year policies, SBTCE fiscal year salary increase guidelines and the College's Employee Salary Increase Plan and/or internal policies, procedures, or guidelines. No increase will be allowed which will cause an individual's salary increase to exceed the legislated limit for unclassified employees, nor will an increase be allowed which will cause an individual's annual base salary to exceed their group maximum.

Additionally, the following increases may be considered when circumstances warrant:

1. Legislated Performance Pay Increase:

When prescribed within the annual Appropriations Act, legislated performance pay increases shall be provided to all eligible employees in accordance with the Employee Pay Plan in Section 8-11-940 of the South Carolina Code of Laws and the provisions of the annual Appropriations Act.

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2. In-Range Increases

a. **Additional Skills/Knowledge Increase.** College Presidents may recognize employees who gain additional skills and/or knowledge that relate directly to factors such as their specific job functions, enhance job proficiency, and contribute to the overall mission of the college and/or the SCTCS. Increases of up to 15% may be granted for the purpose of addressing such situations in keeping with a college plan that assures that all similarly situated employees are treated consistently and equitably. The increase may not place the employee's base salary above the maximum salary for their respective position. Individual colleges must develop guidelines that stipulate required knowledge and skills associated with appropriate pay increases. Additional technical skills to keep up with current technology or knowledge required to maintain current job responsibilities are not to be considered in this plan. Individual colleges must develop internal procedures to ensure that additional skills/knowledge increases are awarded consistently and equitably among all eligible employees. A clear description of the specific skills and/or knowledge being recognized should accompany approval documentation, as well as a detailed explanation of the way in which the additional skills and/or knowledge are applicable to the factors referenced above. Requests to award increases in excess of 15% must be in writing and submitted to the B&CB's HRD for consideration.

b. Performance Increase:

College Presidents may recognize and reward employees, in FTE positions, whose exceptional performance contributes to the achievement of the college's mission, goals, and objectives. Each college shall:

- 1) establish internal procedures for the administration of a performance increase program;
- 2) identify specific exceptional performance rationale;
- 3) determine the amount of increase to be awarded; and
- 4) designate resources within their existing budget to adequately fund the awarding of performance increases

While an official performance appraisal is not required, the granting of a performance increase may be based upon performance related criteria and is not intended to address other types of compensation issues such as internal salary inequities, salary competitiveness with external markets, etc.

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No increase can be awarded which will cause an employee's base salary to exceed the maximum salary for their respective position.

c. Retention Increase:

College Presidents wishing to retain the services of an employee in their current position may grant an increase of up to 15% for the purpose of retention, provided such increase does not place the employee's base salary above the maximum for their respective position. A bona fide job offer, verified and documented (by the College/System Office), must come from another employer, either within (not within the SCTCS) or outside of State Government. Increases in excess of 15% may be considered in cases where an attempt to counter a bona fide job offer from an employer outside of State Government exists. Requests to award increases in excess of 15% must be in writing and submitted to the B&CB's HRD for consideration. An employee shall receive no more than one (1) retention increase in a twelve (12) month period.

d. Additional Job Duties and/or Responsibilities Increase:

College Presidents may grant an increase when an employee is assigned significant and/or substantial additional job duties and/or broader responsibilities, either within his/her current position or another position in the same group within the SCTCS. An employee's salary may be increased by up to 15% for the recognition of the additional job duties and/or responsibilities, provided such increase does not place the employee's base salary above the maximum for their respective position. Requests to award increases in excess of 15% must be in writing and submitted to the B&CB's HRD for consideration. In the event the additional job duties and/or responsibilities are taken away from the employee within six (6) months of the date that the salary increase is awarded, the salary may be reduced up to the amount of the additional job duties and/or responsibilities increase.

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e. Transfer Increase:

College Presidents may grant an increase when an employee, from another state agency (not within the SCTCS), accepts a position in the same class as his/her current position. An employee's salary may be increased by up to 15% for the recognition of a transfer, provided such increase does not place the employee's base salary above the maximum for their respective position.

C. SPECIAL SALARY ADJUSTMENTS

The SCTCS may submit a written request to the Budget and Control Board's State Human Resources Director to consider awarding an increase for documented cases of substantial salary inequity among similarly situated employees. Comparisons shall be made with those internal and/or external positions/employees having similar functional responsibilities, authority, and accountability. Requests for awarding a special salary adjustment must include a written justification and a comparable analysis demonstrating the existence of a substantial salary inequity.

D. TEMPORARY SALARY ADJUSTMENTS

College Presidents may awarding a temporary salary adjustment for employees in FTE positions for time limited situations such as assuming additional job duties and/or responsibilities not performed in his/her primary position. Normally, the specified period of time will not exceed one (1) year. Such requests may not exceed 15% of the employee's annualized salary. Requests for awarding a temporary salary adjustment in excess of 15% must be in writing and submitted to the B&CB's HRD for approval prior to the requested effective date. The affected employee shall be informed in writing that this situation is temporary in nature, that the temporary salary adjustment will not be added to their base salary, and that the temporary salary adjustment will be discontinued once the temporary situation no longer exists. A temporary salary adjustment may allow an employee's salary to exceed the maximum for their respective position during the specified period of time approved by the B&CB's HRD. Requests to extend a temporary salary adjustment must be approved by the B&CB's HRD prior to the effective date.

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E. BONUSES

College Presidents may award eligible employees in FTE positions a bonus not to exceed the amount specified in the current year General Appropriations Act. Bonuses may be awarded to recognize the accomplishments and contributions of individual employees. Examples of appropriate reasons for awarding bonuses are:

- 1) Contributions to increased organizational productivity;
- 2) Development and/or implementation of improved work processes;
- 3) Exceptional customer service;
- 4) Realized cost savings; or
- 5) Other specific contributions to the success of the organization.

Each college electing to award bonuses must develop a plan outlining the criteria, maintain such plan on file, and make the plan available to employees. Colleges must electronically report certain information regarding the awarding of bonuses to the System Office's Human Resource Services for use in complying with reporting requirements of the B&CB's HRD.

F. BUDGETARY CERTIFICATION

All requests to increase the salary for position(s) or employee(s) within the SCTCS shall be considered only when sufficient funds are available to meet the request. When reviewing pay actions not delegated to the SCTCS, the Budget and Control Board's State Human Resources Director may require submission of appropriate documentation.