

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

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TITLE: SALARY SUPPLEMENTS: TECHNICAL COLLEGE EMPLOYEES

POLICY

REFERENCE NUMBER: 8-2-106

DIVISION OF

RESPONSIBILITY: HUMAN RESOURCE SERVICES

DATE OF LAST REVISION: January 24, 2005

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.

Non-public funds are defined as those funds originating in the private sector or from a private non-profit eleemosynary foundation over which the college commission or administration have no control. Unrestricted funds donated to a technical college from the private sector become public funds since the college is a public entity and the area commission a public body and, therefore, cannot be used for salary supplements. Individuals, businesses, industries, or foundations may make restricted donations to the college for specified salary supplements to specific individuals or positions. In no case shall any funds derived either directly or indirectly from tax revenues or funds collected for or resulting from the principal operating purpose of the institution be used to authorize salary supplements, nor shall such funds be donated to private foundations for the purpose of making salary supplements to employees of technical colleges.

Salary supplements may be authorized in the form of cash contributions or bonuses, or a combination thereof. The recipient is responsible for ensuring that all Internal Revenue Service reporting requirements are met for supplemental salary payments. All supplemental salary

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authorizations must be reported to the State Tech Board Human Resource Services Office, specifying type of supplement and source of funds. It is suggested that salary supplements be reported prior to implementation so that any questions may be resolved before actual payment. A written rationale statement supporting any supplement must be maintained in the individual personnel record at the college.

The State Board for Technical and Comprehensive Education reserves the right to consider, review, question, require justification, and/or reject any authorization for salary supplement. Any supplement that is not in conformity with the policy and procedure of the State Board for Technical and Comprehensive Education is subject to revocation. The primary purpose of the salary supplement is to maintain a competitive posture for a position or individual. Less emphasis should be placed on annual performance. Generally, salary increments approved by the General Assembly can be used to reward performance, particularly in the unclassified positions.