



Policy Title:	Classified FTE Pay Plan
Policy Number:	FAST-244
Revision Date:	December 2021
Policies Superseded:	None
Policy Management Area(s):	Human Resources and Equal Opportunity

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND COASTAL CAROLINA UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. COASTAL CAROLINA UNIVERSITY 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. COASTAL CAROLINA UNIVERSITY'S OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY IS RESPONSIBLE FOR MAINTAINING, INTERPRETING, AND IMPLEMENTING THE UNIVERSITY'S HUMAN RESOURCES POLICIES.

In case of conflict between this policy and Division of State Human Resources (DSHR) Regulations, DSHR Regulations will prevail.

SUMMARY:

This policy describes the policies related to the establishment, maintenance, and administration of the Pay Plan applicable to all classified FTE positions of Coastal Carolina University (CCU), pursuant to Section 19-705 of the human resource regulations of the Division of State Human Resources (DSHR). This policy applies to the employees in classified FTE positions.

POLICY:

I. STATEMENTS OF POLICY

- A. DSHR establishes and maintains a Classified FTE Pay Plan which consists of:
 - 1. The official Classification Listing.
 - 2. The official Pay Schedule.
 - 3. Policies governing the administration of the Pay Plan.
- B. With the approval of the CCU president, Coastal Carolina University's Human Resources and Equal Opportunity (CCU-HREO) has the delegated authority for

the administration of the Pay Plan. University pay actions are subject to audit by the DSHR.

- C. When an employee moves from an unclassified position to a classified position, the employee's pay will be governed by the Classified FTE Pay Plan.
- D. CCU-HREO will be responsible for maintaining the appropriate documentation associated with the administration of the Classified FTE Pay Plan.
- E. CCU-HREO will represent CCU in all official pay-related actions with the DSHR. All actions, inquiries, exceptions and appeals concerning the Classified FTE Pay Plan must be directed to CCU-HREO.

II. ADMINISTRATION OF THE PAY PLAN

- A. Within the limits of state regulations and policies, CCU-HREO will have the responsibility for the administration of the Classified FTE Pay Plan.
- B. Periodic studies of pay band assignments will be conducted for the purpose of making recommendations that will maintain a competitive Classified FTE Pay Plan.
- C. Classified FTE employees will be paid in accordance with the rates shown in the official Pay Schedule, the provisions of human resource regulations, and the provisions of applicable Coastal Carolina University policies, programs, and compensation plans.
- D. Pay actions require all necessary approvals prior to or on the effective date.
- E. The Director of the DSHR may approve, at their discretion, justifiable exceptions to its policies.

III. COMPENSATION RELATED TO BASE SALARY

- A. All classified FTE employees of Coastal Carolina University will be paid within the State Pay Plan's ten band schedules, as designated by DSHR.
- B. Hiring Salaries
 1. Hiring at a minimum - An employee must be paid at least the minimum amount for the pay band for the class to which hired.
 2. Hiring above the minimum – If an individual is exceptionally qualified for the position, CCU-HREO may authorize a salary for the individual at a rate above the minimum of the pay band. To qualify for an exceptional hire rate, the individual must possess education, training, and/or experience that exceeds the minimum requirements for the position. The individual may be required to furnish transcripts, certificates, diplomas, or

other documents to establish for the record that such credentials are valid and relevant.

C. Legislative Increases

1. Increases will be provided to employees in accordance with the provisions of the annual Appropriations Act. When such increases are awarded, DSHR will determine if the pay band minimums will be adjusted to accommodate the legislative increases.
2. An employee who has returned from an authorized leave of absence without pay shall be paid at the same rate being paid at the time leave was granted, except that the employee shall be granted any legislative increases authorized during the employee's leave of absence. In determining the amount of adjustment that the employee will be granted, the same implementation instructions that applied to all employees in that class shall be followed.

D. In-Band Salary Increases – With written justification and documentation from the respective department, funding availability, support from the respective administrative channels, an affirmative recommendation from CCU-HREO, and approval from the president or designee, classified FTE employees' salaries may be increased within their current pay bands for the following reasons:

1. Additional Skills or Knowledge Increase – An in-band increase may be granted when an employee gains additional skills and/or knowledge in accordance with the current Professional Development Compensation Plan for Classified Staff. The increase amount cannot place the employee's salary above the maximum of the assigned pay band.
2. Additional Job Duties or Responsibilities Increase – An in-band increase may be granted when an employee is assigned additional job duties and/or broader responsibilities, either within their current position or as a reassignment to another position in the same pay band within the University. The assumption of additional duties generally increases the overall scope of the position or complexity of the job. Market data, internal equity, and other relevant factors will be considered when determining the appropriate percentage of increase. The increase amount cannot place the employee's salary above the maximum of the assigned pay band.
3. Transfer Increase – An in-band increase may be granted to an employee who transfers to Coastal Carolina University from a position in another state agency or institution which is in the same class and/or pay band as the position to which the employee transfers for the recognition of the transfer. Market data, internal equity, and other relevant factors will be considered when determining the appropriate percentage of increase. The increase amount cannot place the employee's salary above the maximum of the assigned pay band.
4. Special Salary Adjustments – An in-band increase may be awarded for pay actions outside of the provisions of human resources regulations 19-

705.04 and 19-705.05, if such circumstances warrant such approval. An employee's salary may be increased in accordance with § 8-1-160 of the South Carolina Code of Laws, if it is determined appropriate by CCU. Such increases cannot place an employee's salary above the maximum of the pay band.

5. Special Assignment Pay – DSHR may approve additional compensation to classifications of employees in the entire agency or any portion of the agency for periods of time when they are on special assignment if circumstances warrant such approval based on guidelines established by DSHR.

E. Salary Increases Resulting from Upward Band Changes – An employee's salary may be increased as the result of a movement to a higher pay band for the following reasons:

1. Promotional Increase – Upon promotion, the employee's salary will be increased to at least the minimum of the pay band of the class to which he/she is promoted. Market data, internal equity, and other relevant factors will be considered when determining the appropriate percentage of increase. The increase amount cannot place the employee's salary above the maximum of the assigned pay band.
2. Reclassification Increase – A reclassification is the assignment of a position from one class to another class, which is the result of a natural and/or organizational change in duties or responsibilities of the position. When the reclassification occurs, the employee's salary will be increased to at least the minimum of the pay band of the class to which he/she is reclassified. Market data, internal equity, and other relevant factors will be considered when determining the appropriate percentage of increase. The increase amount cannot place the employee's salary above the maximum of the assigned pay band.
3. Reallocation Increase – When DSHR reallocates a class to a higher pay band, an employee in that class will be paid at least the new minimum of the new pay band.

F. In-Band Salary Decreases

1. Removal of Additional Job Duties or Responsibilities – Should all of the additional job duties and/or responsibilities that justified an additional duties and/or responsibilities increase be taken from an employee within six months of the date that the salary increase was awarded (Trial Period), the salary may be reduced by the amount of additional job duties and/or responsibilities increase. Such action is not grievable or appealable under the State Employee Grievance Procedure Act.
2. Assignment of Lower Level Responsibilities
 - a. Voluntary Reason – An employee who voluntarily accepts a lower level position in the current pay band, or a demotion to a position in a lower pay band with lower level responsibilities than the current position, may be paid at any rate within the pay band,

provided the rate is equal to or below the current salary and provided the employee signs a written statement indicating agreement to the salary decrease. Such action requires approval of the president or designee.

b. Involuntary Reason

1) Employees Covered by the State Employee Grievance Procedure Act – An employee covered by the State Employee Grievance Procedure Act who is involuntarily assigned lower level responsibilities or moved to a position in the current pay band with lower level responsibilities than the current position, will not have their salary reduced for a period of six months from the date of the action unless an exception is approved by DSHR. Upon the expiration of the six month period, the employee's salary may be reduced by up to 15% or to the midpoint of the pay band or any point in between, whichever is lower. Such action requires approval of the president or designee.

2) Employees Not Covered by the State Employee Grievance Procedure Act – An employee not covered by the State Employee Grievance Procedure Act who is involuntarily assigned lower level responsibilities may have their salary reduced by no more than 15% or to the midpoint of the pay band, whichever is lower, immediately following the assignment of lower level responsibilities. If the employee's salary is allowed to remain above the maximum of the pay band, the employee shall not be eligible for pay increases 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 their position is reclassified, and their current rate of pay is below the maximum for the pay band for the class to which promoted or reclassified.

3. Performance Decrease – CCU may decrease an employee's salary based upon performance in accordance with § 8-1-160 of the South Carolina Code of Laws.

G. Salary Decreases Resulting from Downward Band Changes – An employee's salary may be decreased as a result of movement to a lower pay band for the following reasons:

1. Demotion and Downward Classification Decreases

a. Voluntary Reason – An employee who voluntarily has their 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 document

agreeing to the salary decrease. Such action requires approval of the president or designee.

- b. Disciplinary or Performance Reason – An employee who, as the result of a disciplinary action or unsatisfactory rating on an EPMS evaluation, has their 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. Such action requires approval of the president or designee.
- c. Involuntary or Non-Disciplinary Reasons
 - 1) Employees Covered by the State Employee Grievance Procedure Act – When a covered employee is demoted due to involuntary or non-disciplinary reasons, or when an occupied position is reclassified to a class having a lower pay band for these reasons, the employee's salary will 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 president or designee. Upon the expiration of the six month period, the employee's salary may be reduced by up to 15% or to the midpoint of the pay band for the lower class or any point in between, whichever is lower. Such action requires approval of the president or designee.
 - 2) Employees Not Covered by the State Employee Grievance Procedure Act – An employee exempt from the State Employee Grievance Procedure Act, who is involuntarily demoted or downwardly reclassified, may have their salary reduced by no more than 15% or to the midpoint of the pay band, whichever is lower, immediately following the demotion or downward reclassification.
 - 3) If the employee's salary is allowed to remain above the maximum of the lower pay band, the employee will not be eligible for pay increases 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 their position is reclassified and their current rate of pay is below the maximum for the pay band for the class to which promoted or reclassified.
- d. An employee who is promoted or reclassified upward and subsequently demoted or reclassified downward prior to attaining permanent status in a higher class will have a reduction in pay as follows:
 - 1) When an employee is demoted or reclassified to the same 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 range for the class to which demoted or downwardly reclassified.

- 2) When an employee is demoted or their 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.

IV. Compensation Not Included in Base Salary

- A. Temporary Salary Adjustment – A temporary salary adjustment may be granted to employees in full-time equivalent (FTE) positions if circumstances warrant such approval. The temporary salary adjustments must be removed when the circumstances that warranted such an increase are no longer present. Temporary salary adjustments should not exceed one year in length. A temporary salary adjustment is associated with the employee's primary position or work area. Such action requires approval of the president or designee. For a job assignment that is separate and unrelated, refer to [University Policy FAST-217 Dual and Outside Employment](#) for guidance.
- B. External Supplement – An external supplement may be granted to employees in a full-time equivalent (FTE) position if circumstances warrant such approval. The external supplement must be removed when the circumstances that warranted such an increase are no longer present. An external supplement is paid from external funds. Such action requires approval of the president or designee.
- C. Shift Differential Pay – CCU-HREO may approve the additional payment of a shift differential for certain positions which are regularly 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 a.m. to 5 p.m., Monday through Friday. The employee's pay will 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. Shift differential pay only applies to hours worked.
- D. Grant Salary Supplement – A grant salary adjustment salary supplement may be given to an employee in a full-time equivalent (FTE) position if circumstances warrant such an approval. A grant salary supplement is paid from grant funds. The grant salary adjustment must be removed when the circumstances that warranted such an increase are no longer present. A grant supplement should not exceed a year in length. Such action requires approval of the president or designee.

E. Bonuses – Refer to [University Policy FAST-226 Bonus Programs](#).

V. Effective Dates of Salary Changes

A. The effective date of all salary changes shall be no earlier than the date the action is approved.

B. Concurrent Increases

1. When legislative general increases and other salary increases are awarded on the same date, the general increase will be applied prior to any other salary increases.
2. In instances when performance pay increases under § 8-11-940 of the South Carolina Code of Laws (Legislated) and salary increases other than legislated general increases are awarded on the same date, the performance pay increases (Legislated) will be awarded prior to any other salary increases.