

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 3.2.3.2  
Related Policy: 3.2.3  
Title: Compensation Plan for Unclassified Non-Teaching Personnel (UNTP)  
Responsibility: Vice President, Human Resources and Employee Relations  
  
Date Approved: 11-15-1995  
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President

## 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 AGENCY.**

Unclassified non-teaching personnel (UNTP) positions are designated to recognize selected upper level, senior management jobs which are not appropriate for classification in the state's classified service due to their diverse scope of authority and responsibility. Unclassified non-teaching personnel positions will be assigned to one of two groups depending upon or based on an evaluation of the overall level and complexity of duties and responsibilities assigned to the position. The functional groupings and number of unclassified non-teaching personnel positions will vary according to the size and organizational complexity of the College.

## I. CLASSIFICATION ACTIONS

The South Carolina Department of Administration's Division of State Human Resources (DSHR) delegates authority for classification actions to the College President upon written agreement. All delegated classification actions are subject to audit by DSHR. DSHR reserves the right to revoke parts or all rights of delegated authority from an individual college based upon audits that reveal deficient areas. 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 UNCLASSIFIED NON-TEACHING PERSONNEL POSITIONS**

Level I—Assistant Academic Program Director:

Positions assigned to this classification will normally be responsible for the direction and supervision of major related sections/departments within the key functional areas or will provide overall management for a special service or activity within the College. These positions will report directly to an institutional officer or other chief officer of the College and generally supervise one or more professional level positions.

Level II—Associate Academic Program Director:

Positions assigned to these classifications will normally be limited to those with responsibilities that encompass one or more of the major functions of the College and who report directly to an institutional officer and generally supervise one or more professional level positions.

## **III. POSITION ESTABLISHMENT**

A Personnel Request for Permanent Position Form shall be submitted to establish an unclassified non-teaching personnel group position and shall be approved by the position supervisor, appropriate Vice President, and President. The position supervisor will submit a position description outlining the proposed job duties and responsibilities, a justification for the position requested and an organizational chart that illustrates the positions reporting relationship within the college. All paperwork shall be submitted to the Human Resources Department for review and forwarded to State Board for Technical and Comprehensive Education (SBTCE) for concurrence of the establishment of the position and for processing.

## **IV. MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS**

All personnel appointed to unclassified non-teaching personnel positions at Horry-Georgetown Technical College (HGTC) shall possess at least the minimum qualifications as indicated in the Unclassified Non-Teaching Classification Specification.

## **V. ANNUAL SALARY MAXIMUM**

The maximum salaries for unclassified non-teaching personnel positions shall be indexed in the following manner.

Level II – Associate Academic Program Director – At 85% of the maximum of Group I Range.

Level I – Assistant Academic Program Director – At 85% of the Associate Academic Program Director maximum.

## **VI. SALARY ACTIONS**

DSHR delegates authority for pay actions to the College President. All proposed pay actions shall be reviewed by the College human resources staff 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 DSHR. DSHR reserves the right to revoke parts or all rights of delegated authority from an individual College based upon audits that reveal deficient areas.

Non-delegated pay actions must be submitted through the College's human resources office to the System Office for review and evaluation prior to submission to DSHR for consideration. The System Office shall serve as the College's liaison/facilitator for non-delegated pay actions with DSHR.

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

### **A. 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 salary group. The establishment of an initial appointment salary shall be determined by the extent to which the individual's education and related work experience exceeds the required position qualifications, market conditions, and salary equity. The Vice President, Human Resources and Employee Relations shall prepare a salary analysis for the position. The analysis shall include, but not limited to, salaries of comparable positions within the College, Technical College System, College and University Personnel Association, regional Two Year Technical/Community Colleges or other appropriate agencies/institutions. The analysis shall include the following factors:

1. Relevant education and experience
2. Internal equity among similarly situated individuals within the respective classification or grouping;
3. Documented external market conditions;
4. Budgetary considerations; and
5. Other relevant factors, which affect the selection process.

## B. Current State Employee

### Movement from a Classified Position to an Unclassified Position

When an employee moves from a classified position to an unclassified position or an unclassified position from another agency to an unclassified position at the College, or from one unclassified category (faculty, UNTP, VP) to another unclassified category (faculty, UNTP, VP), the College shall determine whether the new position has a higher, lower, or equivalent level of job 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 DSHR regulations. Additionally, if the successful candidate is currently employed in a FTE position within state government, salary consideration will be in keeping with the appropriate promotion, demotion, reassignment or transfer appointment guidelines as prescribed by DSHR regulations.

## VII. SALARY INCREASES

Unclassified non-teaching personnel are eligible to receive salary increases on an annual basis in keeping with the provisions of DSHR fiscal year guidelines, SBTCE fiscal year salary increase guidelines, as well as the College's Employee Salary Increase Pay Plan and/or internal policies, procedures, or guidelines. No increase will be allowed which will cause any unclassified non-teaching personnel salary increase to exceed the legislated limit for unclassified employees, nor will an increase be allowed which will cause an unclassified non-teaching personnel's annual salary to exceed their group maximum.

The following in-range salary increases may be considered when circumstances warrant. An in-range salary request shall be submitted/requested utilizing the Request for Classification/Compensation Form.

### A. Legislated Performance Pay Increase.

When prescribed within the annual General 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 General Appropriations Act.

### B. Additional Skills/Knowledge Increase

The College President 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. Increases 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 the respective position. Additional technical skills to keep abreast of current technology or Knowledge required to maintain current job responsibilities are not to be considered for an additional skills/knowledge increase. Increases greater than 15% must be submitted in writing to the South Carolina Department of Administration's Division of State Human Resources for review.

HGTC has adopted the following guidelines to assist in the consideration of this type of pay action:

1. A written request from the employee must be approved by the position supervisor, Vice President, Human Resources and Employee Relations, appropriate Vice President with final approval of the President before the employee begins the process of acquiring the additional skills and knowledge. The employee must provide evidence of obtaining additional skills/knowledge upon completion.
2. At a minimum, the written request, based upon Degree or Certification obtainment, must include the following:
  - a) Additional skills/knowledge to be obtained;
  - b) Type of training;
  - c) Expected date of completion;
  - d) How the new skills/knowledge gained directly relates to the job;
  - e) How the knowledge/skills enhance the position;
  - f) How the new knowledge/skills assist(s) with the accomplishments of department goals;
  - g) How the new knowledge/skills contribute(s) to the overall mission of the College; and
  - h) Any efficiencies gained, increased productivity, increased work quality, cost savings or other quantitative measures.

These requests may be awarded based on the following schedule:

Degrees

The College may award up to \$2,000/annually based upon the benefit of the degree to the College. The Degree cannot be for meeting the minimum requirements of the position.

#### Certifications

Employees earning certain recognized national professional certifications, as approved, may receive a special base pay increase as prescribed below:

Level I - up to \$400/12 months for obtaining certification earned through continuing education and/or academic courses; demonstrate proficiency in a specialized skill/field as recognized by a regional national board or a regionally accredited institution of higher learning.

Level II- up to \$800/12 months for passing a national examination and take the requisite number of required courses or an employee attaining the Professional Development Institute Certificate.

#### C. Additional Job Duties and/or Responsibilities Increase

The College President 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 HGTC. An employee's salary may be increased 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 the respective position and the increase does not create an internal equity issue. Increases greater than 15% should be submitted to the South Carolina Department of Administration's Division of State Human Resources for review. In the event the additional job duties and/or responsibilities are taken away from the employee within (6) months of the date that the increase is awarded, the salary may be reduced up to the amount of the additional job duties and/or responsibilities increase. HGTC has adopted the following guidelines to assist in the consideration of this type of pay action:

1. Upon approval of the salary action utilizing the Request for Classification/Compensation Form, a revised position description must be completed by the Vice President with approval of the President, outlining the new duties and responsibilities and forwarded to the Human Resources Department for processing. All personnel actions are to be approved by the appropriate Vice President and President prior to the employee being informed of the proposed action.
2. The Human Resources Department will prepare a salary analysis to include a review of comparable positions, salaries, and years of related experience within the College and the technical college system. Upon approval of the salary and the revised

position description by the appropriate Vice President and President a salary justification shall be written by the Compensation Manager. The Human Resources Department will be responsible for processing the compensation adjustment.

#### D. Transfer Increase

The College President 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 for the recognition of a transfer, provided such increase does not place the employee's base salary above the maximum for the respective position and the increase does not create an internal equity issue. Increases greater than 15% must be submitted to the South Carolina Department of Administration's Division of State Human Resources for review.

Prior to awarding a transfer increase, a salary analysis for the transfer increase will be prepared and shall be approved by the appropriate Vice President, with final approval of the President.

#### E. Retention Increase

The College President may grant an increase for the purpose of retention of a current employee provided the increase does not place the employee's base salary above the maximum for the respective position and the increase does not create an internal equity issue. In order to grant a retention increase a bona fide job offer, that has been verified and documented by the College, must come from another employer, either within (excluding SCTCS) or outside of state government. An employee shall receive no more than one (1) retention increase in a twelve (12) month period. The College president may offer increases up to 15% if the bona fide job offer is from another state agency. The College President may consider increases up to the maximum of the employee's pay range where a bona fide job offer from an employer outside of state government exists. Retention increases in excess of 15% must be submitted to DSHR for consideration.

### **VIII. SPECIAL SALARY ADJUSTMENTS**

The College President may award an increase for documented cases of substantial salary inequity among similarly situated employees and other salary increases not otherwise covered in this procedure. 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.

## **IX. TEMPORARY SALARY ADJUSTMENTS**

The College President may consider 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. Requests for awarding a temporary salary adjustment in excess of 15% must be in writing and submitted to DSHR for approval prior to the requested effective date. The affected employee shall be informed in writing that this situation is temporary in nature, the temporary salary adjustment will not be added to the base salary, 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 the respective position during the specified period of time when approved by the College/DSHR. Requests to extend a temporary salary adjustment must be approved by the College/DSHR (as applicable) prior to the effective date. A temporary salary adjustment will not be awarded for short-term reassignments of less than thirty (30) days in duration. Typically, the adjustment shall be made as a result of the employee assuming higher and/or more complex duties and/or responsibilities.

## **X. BONUSES**

The College President may award eligible employees in FTE positions a bonus not to exceed the amount specified in the current year General Appropriations Act. If an employee is awarded more than one bonus within a fiscal year, the combined total of bonuses must not exceed the amount specified in the current year General Appropriation Act. Bonuses may be awarded to recognize the accomplishments and contributions of individual employees. Examples of appropriate reasons for awarding bonuses are:

- A. Contributions to increased organizational productivity;
- B. Development and/or implementation of improved work processes;
- C. Exceptional customer service;
- D. Realized cost savings; or
- E. Other specific contributions to the success of the organization.

The College will develop a plan outlining the criteria, maintain such plan on file, and make the plan available to employees via an electronic report, regarding the awarding of bonuses to the SCTCS for use in complying with reporting requirements of DSHR.

## **XI. BUDGETARY CERTIFICATION**

All requests to increase the salary for position(s) or employee(s) within the College shall be considered only when sufficient funds are available to meet the request. When reviewing pay actions not delegated to the College, DHSR Director may require submission of appropriate documentation