

<b>ADMINISTRATIVE DIVISION</b> HR Division of Human Resources		<b>POLICY NUMBER</b> HR 1.37
<b>POLICY TITLE</b> Pay for Performance		
<b>SCOPE OF POLICY</b> USC System	<b>DATE OF REVISION</b> January 31, 2019	
<b>RESPONSIBLE OFFICER</b> Vice President for Human Resources	<b>ADMINISTRATIVE OFFICE</b> Division of Human Resources	

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**PURPOSE**

This policy governs the administration of salary increases awarded to faculty and staff on the basis of exemplary performance.

**DEFINITIONS**

**Classified Position:** A position that has been assigned to a classified State title and a State class.

**Faculty:** All employees who hold a tenure-track or non-tenure track title as defined by university policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions.

**Full-Time Equivalent (FTE):** A position authorized by the General Assembly which is expressed as a numerical value as a percentage of time in hours and of funds.

**Probationary Period:** An initial working test period of employment in an FTE position with the state of not more than 12 months duration for non-instructional personnel or the academic year duration for instructional personnel.

**Temporary Position:** A full or part-time non-FTE position for a period of time not to exceed one year.

**Unclassified Academic Staff:** All employees who hold an unclassified academic staff title as defined by university policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions.

**Unclassified Position:** A position that has been assigned to an unclassified State title.

## **POLICY STATEMENT**

This document describes the policy and procedure for pay for performance salary increases for specified employees of the University of South Carolina, pursuant to Section 8-1-160 of the South Carolina Code of Laws.

### A. Eligibility

All employees of the University of South Carolina, except staff during a probationary period or faculty and staff serving in a temporary position, are eligible for consideration for a pay for performance salary increase.

### B. Criteria for Pay for Performance

1. Faculty receiving a pay for performance salary increase must meet one or more of the following criteria as documented by the department head and dean, and approved by the Provost or Chancellor or their designee, as applicable:
  - i. Consistently outstanding teaching evaluations;
  - ii. Outstanding record of research, scholarship, or creative activity;
  - iii. A significant record of public or professional service;
  - iv. Significant academic honors or awards from internal or external sources;
2. Classified and Unclassified staff receiving a pay for performance salary increase must meet three or more of the following criteria, one of which must be a documented appraisal of performance as indicated in item e.:
  - i. A significant increase in service or productivity through innovation;
  - ii. Demonstrated positive attitude and spirit of service and cooperation;
  - iii. A record of exceptional service;
  - iv. A substantial contribution to the goals of the unit through the performance of special assignments or the provision of exceptional customer service not previously included in performance objectives;

### C. REQUIRED:

1. For classified staff and unclassified staff with non-academic titles: A rating of “Successful” or above on the most recent performance appraisal within the last twelve months. A “Successful” or above rating does not automatically qualify an employee for a pay for performance salary increase.
2. For unclassified staff with academic titles (see university policy [ACAF 1.01](#) and [ACAF 1.06](#)): Outstanding administrative performance or productivity as approved by the President, Provost, Chancellor, or their designee as appropriate and documented in the employee’s official personnel file.

### D. Amount of Salary Increase

1. Pay for performance salary increases for faculty are not restricted by amount and are approved by the appropriate academic authority.
2. Pay for performance salary increases for classified and unclassified staff may be awarded for up to 15% of an employee’s base salary. Increases in excess of 15% will be approved only with exceptional justification. Increases for classified staff are also limited by the pay range for the position; increases may not place the employee’s salary above the maximum level of the pay band. All increases for classified and unclassified staff are reviewed by the Division of Human Resources for equity, market factors, years of experience, and time in position.

### E. Funding, Frequency, and Effective Date of Pay for Performance Increases

1. Pay for performance salary increases will be paid from the unit’s budget. By submitting a pay for performance salary increase, the responsible administrator is certifying that sufficient recurring funds are available in the unit budget.
2. Faculty are eligible to receive more than one pay for performance increase in a 12 month period; however, such occurrences are rare and are reserved for extraordinary circumstances.
3. For classified and unclassified staff, only one pay for performance salary increase may be granted to an eligible employee during a 12 month period.
4. Pay for performance salary increases will be effective on the pay period coincident with or immediately following approval by the USC Division of Human Resources.

## **PROCEDURES**

Procedures, forms, and general guidance related to this policy can be found on the Division of Human Resources website at <http://hr.sc.edu/>.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[SC Code of Laws Section 8-1-160](#)

[State Human Resources Regulations 19-705.04 and 19-706.04](#)

[ACAF 1.01 Recruitment and Appointment of Academic Administrators](#)

[ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#)

[HR 1.36 Performance Evaluation for Classified and Unclassified Non-Academic Staff](#)

[HR 1.38 Base Salary Increases](#)

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
January 31, 2019	Updated to new format Updated to conform to state regulations Standardization of review criteria for staff Removal of criteria that pertain to other forms of pay increases