



## Classified FTE Pay Plan

### LP 5.23

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5/12/2020

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**Policy Owner:**  
Board of Trustees

**Policy Administrator:**  
Human Resources Director

**Affected Parties:**  
Employees

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THE LANGUAGE USED IN THE LANDER POLICY FOR ADMINISTRATION AND STAFF DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND LANDER UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. LANDER 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. LANDER UNIVERSITY'S OFFICE OF HUMAN RESOURCES HAS THE AUTHORITY TO INTERPRET THE UNIVERSITY'S HUMAN RESOURCES POLICIES.

## I Summary

This policy describes the establishment, maintenance, and administration of the Pay Plan applicable to all classified full-time equivalent (FTE) positions of Lander University, pursuant to Section 19-705 of the human resources regulations of the Division of State Human Resources (DSHR)<sup>1</sup>.

## II Policy

- A. DSHR establishes and maintains a Classified FTE Pay Plan that consist of:
  - 1. The official Classification Listing;
  - 2. The official Pay Schedule; and
  - 3. Policies governing the administration of the Pay Plan
- B. The Lander University Office of Human Resources has the delegated authority for the administration of the Pay Plan based on a Memorandum of Understanding (MOU) with DSHR. University pay actions are subject to audit by 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. The Office of Human Resources will be responsible for maintaining the appropriate documentation associated with the administration of the Classified FTE Pay Plan.
- E. The Office of Human Resources will represent Lander University in all official pay-related actions with DSHR. All actions, inquiries, exceptions, and appeals concerning the Classified FTE Pay Plan must be directed to the Office of Human Resources.



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### III Administration of the Pay Plan

- A. Within the limits of state regulations, the MOU, and the policies and procedures of the Classified FTE Pay Plan, the Office of Human Resources 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 resources regulations, and the provisions of applicable Lander University policies, programs, and compensation plans.
- D. Pay-related actions require all necessary approvals prior to or on the effective date.
- E. The state human resources director of DSHR may approve, at his or her discretion, justifiable exceptions to its policies.
- F. When general salary increases and other salary increases are awarded on the same date, the general increase shall be applied prior to any other salary increases.
- G. When performance pay increases under § 8-11-940 of the South Carolina Code of Laws and salary increases other than general increases are awarded on the same date, the performance pay increases shall be applied prior to any other salary increases.

### IV Compensation Related to Base Salary

- A. All classified FTE positions will be paid within the State Pay Plan's ten (10) band schedules, as designed by DSHR.
- B. Hiring Salaries
  - 1. Hiring at a Minimum – An employee must be paid at least the minimum salary amount for the class in which the employee is hired.
  - 2. Hiring Above the Minimum – If an individual is exceptionally qualified for the position, the Office of Human Resources 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.



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### 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 legislatively mandated 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 legislatively mandated 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 the Office of Human Resources, and approval by 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. The increase amount cannot place the employee's salary above the maximum of his or her 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 his or her 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 his or her pay band.
3. Transfer Increase – An in-band increase may be granted to an employee who transfers to Lander University from a position in another state agency or institution that 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 his or her 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 of the South Carolina Code of Laws, 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 Lander University. Such increases cannot place an employee's salary above the maximum of the pay band.



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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 or 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 his or her pay band.
2. Reclassification Increase – A reclassification is the assignment of a position from one class to another class as a 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 or she was 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 his or her 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 (6) months of the date that the salary increase was awarded (Trial Period), the salary may be reduced by the amount of the prior 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 his or her current pay band, or a demotion to a position in a lower pay band with lower level responsibilities than his or her 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 his or her current pay band with lower level responsibilities than his or her current position will not have his



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or her salary reduced for a period of six (6) months from the date of the action unless an exception is approved by DSHR. Upon the expiration of the six (6) month period, the employee's salary may be reduced by up to fifteen percent (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 his or her salary reduced by no more than fifteen percent (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 his or her position is reclassified and his or her current rate of pay is below the maximum for the pay band for the class to which he or she was promoted or reclassified.
3. Performance Decrease – Lander University 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 his or her 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 a statement 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 Employee Performance Management System (EPMS) evaluation, has his or her 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



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- 1) Employees Covered by the State Employee Grievance Procedure Act – When a covered employee is demoted for 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 (6) 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 (6) month period, the employee's salary may be reduced by up to fifteen percent (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 his or her salary reduced by no more than fifteen percent (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 his or her position is reclassified and his or her current rate of pay is below the maximum for the pay band for the class to which he or she was 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 he or she was demoted or downwardly reclassified
  - 2) When an employee is demoted or his or her 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.



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### V 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 (1) 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).
- B. Special Assignment Pay – Lander University 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.
- C. Market or Geographic Differential Pay - Lander University may approve Market or Geographic Differential Pay for classifications of employees in the entire agency or any portion of the agency for periods of time when circumstances warrant such approval.
- D. Bonuses – The General Assembly has authorized various programs through which agencies may award bonuses to employees. Lander University shall comply with guidelines established by the Department of Administration in the administration of bonus programs.

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<sup>1</sup> State Human Resources Regulations Section 19-701.06 A:

[https://www.admin.sc.gov/sites/default/files/state\\_hr/State%20Human%20Resources%20Regulations.pdf](https://www.admin.sc.gov/sites/default/files/state_hr/State%20Human%20Resources%20Regulations.pdf)