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Procedure for: All Campuses
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I. Policy

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

A. Eligibility

All faculty, unclassified administrators, and staff of the University of South Carolina, except those staff serving in a probationary appointment or faculty and staff serving in a temporary appointment, are eligible for consideration for a pay for performance salary increase.

B. Criteria for Pay for Performance

1. Faculty – Faculty receiving a pay for performance salary increase must meet two or more of the following criteria as documented by the department head and dean, and approved by the Provost, Chancellor, or Vice Provost and Executive Dean, as applicable
 - a. Consistently outstanding teaching evaluations
 - b. Outstanding record of research, scholarship, or creative activity
 - c. A significant record of public or professional service
 - d. Significant academic honors or awards from internal or external sources
 - e. Retention
 - f. To correct a salary inequity or salary compression within a department
 - g. To address a job market discrepancy in the discipline, provided there is consistently high performance.
2. Unclassified Administrators – Unclassified administrators receiving a pay for performance salary increase must meet two or more of the following criteria:
 - a. Outstanding administrative performance or productivity as approved by the President, Provost, Vice President, Chancellor, or Vice Provost and Executive Dean and documented in the employee’s official personnel file
 - b. A record of exceptional University, professional, or community service
 - c. Retention
 - d. To correct a salary inequity or salary compression within the administration
 - e. To address a job market discrepancy for the position, provided there is consistently high performance.
3. Classified Staff – Classified staff receiving a pay for performance salary increase must meet three or more of the following criteria, one of which must be a rating of “Exceptional” on the most recent overall performance appraisal:
 - a. A significant increase in service or productivity through innovation

- b. Demonstrated positive attitude and spirit of service and cooperation
- c. 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
- d. The attainment of a higher level of education or professional development related to the current position or recognized as being otherwise valuable to the department or division
- e. To correct a salary inequity or salary compression within the unit
- f. To address a job market salary discrepancy for the position, provided there is consistently high performance.
- g. **REQUIRED:** A rating of “Exceptional” on the most recent overall performance appraisal. An “Exceptional” rating does not automatically qualify an employee for a pay for performance salary increase.

C. Amount of Salary Increase

- 1. Faculty and Unclassified Administrators – Pay for performance salary increases are not restricted by amount unless the position is in the Executive Compensation System. In the Executive Compensation System, a salary increase may not place the employee’s salary above the maximum of the pay range for the position.
- 2. Classified Staff – Pay for performance salary increases may range from 1% to 15% of an employee’s base salary, provided the increase does not place the employee’s salary above the maximum of the pay range for the position.

D. 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 and unclassified administrators may receive more than one pay for performance increase in a rolling year; however, such occurrences are rare and are reserved for extraordinary circumstances.
- 3. For classified staff, only one pay for performance salary increase may be granted to an eligible employee during a rolling year.

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.

II. Procedures

- A. The reasons for a pay for performance salary increase must be documented by the responsible administrator by using the appropriate pay for performance form, located on the Human Resources website at <http://hr.sc.edu/forms.html>.
- B. Pay for performance salary increases must be approved by the President, Provost, Vice President, Chancellor, or Vice Provost and Executive Dean prior to review and approval by the USC Division of Human Resources.