

<b>ADMINISTRATIVE DIVISION</b> HR Division of Human Resources	<b>POLICY NUMBER</b> HR 1.79
<b>POLICY TITLE</b> Salary Adjustments Outside of Base Pay	
<b>SCOPE OF POLICY</b> USC System	<b>DATE OF REVISION</b> <a href="#">February 7, 2020</a>
<b>RESPONSIBLE OFFICER</b> Vice President for Human Resources	<b>ADMINISTRATIVE OFFICE</b> Division of Human Resources

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## PURPOSE

The Salary Adjustment Outside of Base Pay policy communicates the University of South Carolina's policy for providing non-base pay compensation to employees for duties and responsibilities that are in addition to the primary position or appointment.

## DEFINITIONS

**Administrative Salary Adjustment:** Additional compensation for faculty or unclassified academic staff to whom additional administrative responsibilities are assigned related to their role as Dean, Assistant Dean, Associate Dean, or Department Chair.

**Base Pay:** The rate of pay approved for an employee in their position exclusive of any additional pay, such as supplements, bonuses, temporary salary adjustments, shift differential pay, on-call pay, special assignment pay, or market or geographic differential pay.

**Base Period:** The period of time that defines the regular annual schedule of employment. Employees on an academic year appointment have a base period of nine months running from August 16 to May 15. Employees on a calendar year appointment have a base period of twelve months.

**Dual Employment:** An agreement by which an employee within an FTE position with an

employing agency accepts temporary, part-time employment with the same or another agency\_ which constitutes independent, additional duties distinct from the employee's primary duties.

**Endowed Chairs and Named Professorships:** Recognitions accorded to select faculty who have distinguished themselves through their teaching, research, scholarship and creative works.

Stipends and other perquisites may accompany the award of an endowed chair or named professorship. Policies and procedures addressing the appointment and review of endowed chairs and named professorships are provided in university policy ACAF 1.21 Appointment and Review of Endowed Chairs and Named Professorships.

**Faculty Overload:** additional teaching assignment given to an FTE or RGP/TL faculty member beyond their standard teaching load but within their discipline and within their home department.

**Grant Salary Adjustment:** Additional compensation for an employee for duties that are funded by a grant and are not considered part of the employee's base appointment.

**Market or Geographic Differential Pay:** Additional compensation for an employee where the employee may live and work in a market or region that has a higher cost of living.

**Supplement:** Any compensation, excluding travel reimbursement, from an affiliated public charity, foundation, clinical faculty practice plan, or other public source or from a private source that is not part of the employee's base pay. (This definition references salary supplements that are not paid through the University's HR/Payroll system and that are reported annually to the Division of Human Resources.)

**Special Assignment Pay:** Additional compensation for an employee who undertakes specified additional duties for a limited period of time, but with an anticipated duration of longer than one year.

**Temporary Salary Adjustment:** Compensation not included in an employee's base salary that is awarded for a limited period of time, not to exceed one year.

**University Affiliated Foundation Salary Adjustments:** Salary adjustments which are funded through the University of South Carolina Educational Foundation or other affiliated foundations.

#### **POLICY STATEMENT**

This document describes the University of South Carolina Salary Adjustment Outside of Base Pay policy, defines the types of adjustments, identifies who is eligible and provides other relevant information, pursuant to regulations of the South Carolina Division of State Human Resources.

Salary adjustments may be considered appropriate under the following circumstances:

- for the assignment of significant, but temporary, additional duties of greater institutional responsibility for a specific period of time, excluding dual employment;
- for endowed chairs and named professorships;
- for salary adjustments approved by university affiliated foundation boards and paid by

the foundation; or

- for unclassified Athletics Department coaches pursuant to employment agreements approved in accordance with university policies and procedures;
- for employees performing duties that are funded by a grant and are not considered part of the employee's base appointment; or
- when an employee lives and works in a market or region that has a higher cost of living.

Salary adjustments are not part of an employee's base salary and must be removed when the circumstances warranting the adjustment no longer apply.

Removal of the salary adjustments outlined in this policy does not constitute a basis for a grievance or appeal.

Salary adjustments cannot be retroactive and will not be effective until all necessary approvals have been obtained.

Temporary Salary Adjustments may not be more than one year in length. Requests for renewal of Temporary Salary Adjustments are subject to review and approval by the Division of Human Resources.

Grant Salary Adjustments must be paid in accordance with university policies for non-base pay and also meet all requirements established by the sponsoring agency regarding additional compensation, including, but not limited to, sponsor approvals. Units are to coordinate with Sponsored Award Management (SAM) to ensure compliance with sponsoring agency requirements.

When significant additional duties of greater responsibility become a constant part of an employee's position, the employee must be compensated through regular university procedures instead of through salary adjustments.

#### A. Eligibility

1. Eligibility for Endowed Chair and Named Professorships is defined in ACAF 1.21 Appointment and Review of Endowed Chairs and Named Professorships.
2. Faculty or unclassified academic staff who are serving as Dean, Assistant Dean, Associate Dean, or Department Chair are eligible for Administrative Salary Adjustment.
3. Faculty or unclassified academic staff who are serving in other leadership roles, including but not limited to, Vice Provost, Associate Provost, Director or Coordinator are eligible for

Temporary Salary Adjustment for appointments with a duration of one year or less or Special Assignment Pay for appointments with an anticipated duration of greater than one year.

4. Faculty who take on additional teaching duties outside of their contract but within their discipline and within their home department may be compensated using faculty overload.
5. Faculty who take on additional duties, other than teaching, outside of their contract but within their discipline and within their home department may be compensated using a temporary salary adjustment if the duration is less than one year or special assignment pay if the duration is expected to be longer than one year. Additional work performed by faculty outside of their contract in another discipline or outside their home academic unit is considered dual employment.
6. Faculty are eligible for [Administrative Salary Adjustment](#), Faculty Overload, Grant Salary Adjustment, Temporary Salary Adjustment, and Special Assignment Pay.
7. Classified and Unclassified Staff are eligible for Grant Salary Adjustment, Market or Geographic Differential Pay, Temporary Salary Adjustment, and Special Assignment Pay.
8. Temporary employees and student employees are not eligible for salary adjustments outside of base pay.

#### B. University Affiliated Foundation Salary Adjustments

1. Salary adjustments from university affiliated foundations must be in accordance with the approval policies established by the foundation board providing the funding and paid by the foundation. The foundation is responsible for appropriate withholdings and tax notifications.
2. Salary adjustments from university affiliated foundations for unclassified university administrators at the rank of Vice President or above must be approved in advance by the Board of Trustees.
3. Foundation funds paid to an employee for purposes of recruitment or retention that are part of the employee's salary for the duration of their employment are considered part of the employee's base salary and will be handled through regular university procedures.

#### **RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[State Human Resources Regulations 19-705.07 and 19-706.05](#)

[ACAF 1.21 Appointment and Review of Endowed Chairs and Named Professorships](#)

[HR 1.78 Dual Employment](#)

## HISTORY OF REVISIONS

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
January 31, 2019	Updated to new format. Terminology changed from salary supplement to salary adjustment. Removed procedures from policy.
February 7, 2020	Add faculty overload as a type of salary adjustment. Clarify that grant salary adjustments must meet requirements of the sponsoring agency.
February 9, 2021	Revised definitions of Temporary Salary Adjustment and Special Assignment Pay to align with Division of State Human Resources definitions. Clarified that Temporary Salary Adjustments are normally, but not exclusively, less than one year in duration.
<u>XXXX</u>	<u>Updated to comply with new State Human Resources regulations and other clarifications.</u>