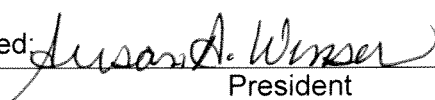
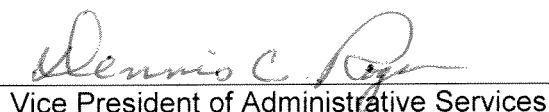


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	UNCLASSIFIED EMPLOYMENT AND COMPENSATION - NON-TEACHING PERSONNEL (UNTP)	Procedure Number: 3-3-121.4
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:	8-2-102.2	
Governing ATC Policy:	3-3-121	

Approved:


President


Vice President of Administrative Services

Date

Adopted: 07/01/2004

Date

Revised: 02/11/2008

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 designed to recognize selected upper level, senior management jobs which are not appropriate for classification in the State's classified service due to their hybrid scope of authority and responsibility. These positions have direct leadership responsibilities for one or more major functional areas or overall management for a special service or activity at the College.

This new procedure supersedes the Compensation Plan for Unclassified Educational Support Personnel. Positions will no longer be placed into class codes UE63 Educational Support Manager I (Group I) and UE 74 Educational Support Manager II (Group II) classes. However, Colleges are afforded flexibility to begin the evaluation process for positions in these classes immediately or at any time deemed appropriate. Therefore, until such time as current positions are reviewed and appropriately classified, this procedure will govern the administration of a compensation program for these employees.

I. CLASSIFICATION ACTIONS

The State Board's Executive Director delegates authority for classification actions to the Technical College Presidents. All delegated classification actions are subject to audit by the SBTCE. The Executive Director reserves the right to withdraw delegation authority from an individual College based on non-compliance with SBTCE System procedures. Classification actions shall be accomplished through the use of a Position Description form. All proposed classification actions shall be reviewed by the Human Resources Director 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 UNTP POSITION GROUPS

Group I Positions assigned to this group will normally be responsible for the direction and supervision of major related sections/departments within the major functional areas or will provide overall management for a special service or activity within the College and will report directly to an Institutional Officer or other Chief Officer of the College. The following Group I classifications may include but, are not limited to: Dean of Learning Resources I (UD23), Asst. Dean Continuing Education (UD41), and Asst. Dean Student Services (UD42).

Group II Positions assigned to this group will normally be limited to those with Chief Officer responsibilities that encompass one or more of the major functions of the College and who report directly to an Institutional Officer and generally supervises one or more professional level positions. The following Group II classifications may include but, are not limited to: Dean of Instruction (UD19), Dean of Continuing Education (UD20), Dean of Students (UD21), and Dean of Learning Resources II (UD22).

III. MINIMUM REQUIREMENTS

All individuals appointed to UNTP positions at Colleges in the South Carolina Technical College System shall possess at least the minimum qualifications as listed below:

Group I A master's degree in a related discipline, plus five (5) years of progressively responsible related work experience.

Group II A master's degree in a related discipline, plus seven (7) years of progressively responsible related work experience.

IV. ANNUAL SALARY MAXIMUM

The maximum annual salaries for Group I and Group II UNTP positions shall be indexed in the following manner:

Group I At 85% of the maximum salary of UNTP Group II positions

Group II At 85% of the maximum salary of the Group I Vice Presidents

These maximum salaries are normally updated annually and distributed with the SBTCE Fiscal Year Salary Increase Guidelines.

V. APPOINTMENT

1. 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 group. A salary analysis must be conducted to provide a sound basis to support the approval of the respective appointment salary. The analysis will include the following compensable factors listed in order of consideration:

- a. Internal equity among similarly qualified individuals within the respective classification; or
- b. Group;
- c. Documented external market conditions;
- d. Budgetary considerations; and
- e. Other relevant factors which impact the selection process.

2. Current State Employee

If the successful candidate is currently employed in a permanent position within State government, salary considerations will be in keeping with the appropriate promotional, demotion, or transfer appointment as outlined in Procedure 8-2-110.2, Compensation Plan for Classified Personnel.

VI. CONDITIONS OF EMPLOYMENT

Individuals filling UNTP positions are considered to have permanent status in the position to which appointed upon successful completion of the twelve (12) months probationary period or a six (6) months trial period in the case of a covered employee.

Holidays, annual, sick, and other leave for UNTP will be administered in accordance with the procedures set forth in SBTCE leave policies for classified employees.

VII. SALARY INCREASES

The State Board's Executive Director delegates authority for pay actions to the President. All proposed pay actions shall be reviewed by the Human Resources Director and/or the SBTCE 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 SBTCE. The Executive Director reserves the right to withdraw delegation authority from an individual College based upon non-compliance with SBTCE System procedures.

Exceptional pay actions must be submitted through the Human Resources Director to the SBTCE for review and evaluation prior to submission to OHR for consideration. The SBTCE shall serve as the College's liaison/facilitator for non-delegated pay actions with the State Budget and Control Board's Office of Human Resources.

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

UNTP are normally eligible to receive salary increases on an annual basis in keeping with the State Budget and Control Board's fiscal year policies and SBTCE fiscal year salary increase guidelines. No increase will be allowed which will cause an individual's salary increase to exceed the legislated limit for unclassified employees, nor will an increase be allowed which will cause an individual's annual base salary to exceed their group maximum.

Additionally, the following increases may be considered when circumstances warrant:

a. Performance Increase.

The President may recognize and reward employees, in FTE positions, whose exceptional performance contributes to the achievement of the College's mission, goals, and objectives. Each College shall:

1. Establish internal procedures for the administration of a performance increase program;
2. Identify specific exceptional performance rationale;
3. Determine the amount of increase to be awarded;
4. Designate resources within their existing budget to adequately fund the awarding of performance increases; and
5. Assure that all similarly situated eligible employees are treated consistently and equitably.

While an official performance appraisal is not required, the granting of a performance increase must be based upon performance related criteria and is not intended to address other types of compensation issues such as internal salary inequities, salary competitiveness with external markets. etc... No increase can be awarded which will cause an employee's base salary to exceed the maximum salary for their respective position.

b. Additional Skills/Knowledge Increase

Additional Skills/Knowledge Increase for Additional Degrees:

Unclassified Non Teaching Personnel that receive written approval prior to completing nine semester credit hours to pursue the attainment of an additional degree may be eligible to receive an increase, in accordance with the schedule below. Written approval includes completion of the Obtainment of Degree or Certification Approval form and submitting the form to the Human Resources Office. The additional skills and/or knowledge must be related directly to factors such as their specific job functions, enhance job proficiency, and contribute to the overall mission of the College and/or the SBTCE System.

Additional technical skills to keep up with current technology or knowledge required to maintain current job responsibilities are not to be considered in this plan.

A clear description of the specific skills and/or knowledge being recognized should accompany approval documentation, as well as a detailed explanation of the way in which the additional skills and/or knowledge are applicable to the factors referenced above.

Additional Skills/Knowledge Increase for National Professional Certifications

Unclassified Non Teaching Personnel that receive prior written approval to pursue the attainment of a national professional certification that included a written certification exam may be eligible to receive an increase, in accordance with the schedule below. Written approval includes completion of the Obtainment of Degree or Certification Approval form and submitting the form to the Human Resources Office. The additional skills and/or knowledge must be related directly to factors such as their specific job functions, enhance job proficiency, and contribute to the overall mission of the College and/or the SBTCE System.

Additional technical skills to keep up with current technology or knowledge required to maintain current job responsibilities are not to be considered in this plan.

A clear description of the specific skills/knowledge being recognized should accompany approval documentation, as well as detailed explanation of the way in which the additional skills and/or knowledge are applicable to the factors referenced above.

***ADDITIONAL SKILLS/KNOWLEDGE INCREASE SCHEDULE:**

DOCTORAL DEGREE	\$2,000
PROFESSIONAL CERTIFICATIONS	\$200 - \$500

The amount of increase cannot exceed 15% of the employee's annualized salary. Exceptional pay increases in excess of 15% must be submitted to the SBTCE for review and evaluation prior to submission to OHR for consideration.

c. Additional Job Duties and/or Responsibilities Increase

The President may grant an increase when a Vice President is assigned significant and/or substantial additional job duties and/or broader responsibilities, either within the employee's current position or another position in the same salary range within the SBTCE System. An employee's salary may be increased by up to 15% 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 rate of the salary range.

Should the additional job duties and/or responsibilities be taken away from the employee within six (6) months of the date that the salary increase is awarded, the salary may be reduce up to the amount of the additional job duties and/or responsibilities increase.

d. Transfer Increase

The President may grant an increase when an employee, from another State agency (not within the SBTCE System), accepts a position in a comparable salary range as the

employee's current position. An employee's salary may be increased by up to 15% for the recognition of a transfer, provided such increase does not place the employee's base salary above the maximum for their respective position.

e. Retention Increase

Technical College President's wishing to retain the services of an employee in their current position may grant an increase of up to 15% for the purpose of retention, provided such increase does not place the employee's base salary above the maximum of the salary range. A bona fide job offer verified either in writing or telephonically, must come from another employer, either within (not within the SBTCE System) or outside of State government. An employee shall receive no more than one (1) retention increase in a twelve (12) month period.

VIII. SPECIAL SALARY ADJUSTMENTS

Aiken Technical College, through the SBTCE System, may request the State Budget and Control Board's Director of the Office of Human Resources to consider awarding an increase for documented cases of substantial salary inequity among similarly situated employees. 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

Aiken Technical College, through the SBTCE System, may request awarding a temporary salary adjustment for employees in permanent positions for situations such as assuming additional job duties and/or responsibilities not performed in their primary position. Normally, the specified period of time will not exceed one (1) year. Requests for awarding a temporary salary adjustment must be in writing and submitted to OHR for consideration. The affected employee shall be informed in writing that this situation is temporary in nature, that the temporary salary adjustment will not be added to their base salary, and that the temporary salary adjustment will be discontinued once the temporary situation is no longer effective. A temporary salary adjustment may allow an employee's salary to exceed the maximum of their respective salary range during the specified period of time approved by OHR.

X. BUDGETARY CERTIFICATION

All requests to increase the salary for position(s) or employee(s) within the SBTCE System shall be considered only when sufficient funds are available to meet the request. When reviewing pay actions are not delegated to the SBTCE System, The State Budget

and Control Board's Director of the Office of Human Resources may require submission of appropriate documentation attesting to the availability of funding.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2011		