
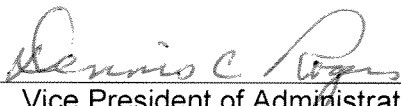


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	CLASSIFIED EMPLOYMENT AND COMPENSATION	Procedure Number: 3-3-122.1
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:	8-2-110.2	
Governing ATC Policy:	3-3-122	

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.

This procedure establishes guidelines for the administration of the uniform Pay Plan applicable to all classified personnel at Aiken Technical College. The State Board's Executive Director delegates authority for pay actions to the President upon written agreement. 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 and/or the Office of Human Resources. 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 Office to the SBTCE for review and evaluation prior to submission to OHR for consideration. The SBTCE shall serve as Aiken Technical College's liaison/facilitator for non-delegated pay actions with the State Budget and Control Board's Office of Human Resources.

I. NEW HIRE, TRANSFER, AND PROMOTION APPOINTMENTS

A. New Hire Appointments

1. Hiring at the Minimum

- a. An employee who is given an original appointment and who meets the minimum requirements for the class to which appointed shall be paid at least the minimum rate for that class.

2. Hiring Below the Minimum

- a. Trainee Status/Appointment: An individual is given trainee status or appointment because they do not meet the minimum requirements for the class to which appointed. A trainee appointment shall be made only when there are no qualified applicants available. In such case, OHR may approve the employee being paid, during the training period, at a rate of 4% below the minimum rate for the class to which appointed for each six (6) months, or fraction thereof, that the employee lacks of qualifying experience. Trainee appointments shall not exceed one (1) year.
- b. Budgetary Limitations: An individual may be paid a rate below the minimum rate of pay for the class to which appointed if there are budgetary limitations that would prevent employment at the minimum rate of pay. In such cases, the State Budget and Control Board's Director of the Office of Human Resources may approve the employee's appointment rate and any other special provisions that shall apply.

3. Hiring Up to the Midpoint of the Pay Band

Exceptional Qualifications: The President may consider establishing a starting salary above the minimum of the pay band for an individual not currently employed in a permanent capacity within State government, who possesses training and/or experience that exceeds the SBTCE System's minimum requirements for a class. Normally, the method for establishing a starting salary above the minimum is to evaluate the individual's qualifications and determine those that are directly related to the requirements of the position. Consideration of increments up to 5% for each year the individual exceeds the minimum requirements may be used when determining an appropriate salary. When determining the appropriateness of awarding a salary above the minimum, internal equity must be taken into consideration. Factors such as past recruiting difficulties and identified market conditions may be considered as exceptional circumstances warranting deviation from the general rule. Request to establish a starting salary in excess of the midpoint of the respective pay band must be in writing and submitted to OHR for consideration.

4. Re-employment

- a. To a Higher Level Position: An employee who is re-employed within six (6) months of a separation from State service in a position in a higher pay band or in the same pay band in which previously employed with higher level job duties/responsibilities shall be paid at least the minimum of the pay band in which re-employed. At the discretion of the President, the employee may be awarded an increase of up to 15% of the salary being paid at the time of separation provided the increase does not place the employee's salary above the maximum rate of the pay band.
- b. To the Same or a Lower Level Position: An employee who is re-employed within six (6) months of separation from State service in a position in lower pay band or in the same pay band in which previously employed with the same or lower level job duties/responsibilities may, at the discretion of the appointing authority, be paid at any rate within the pay band for the class to which re-employed provided the rate is equal to or below the rate being paid at the time of separation.
- c. The employee shall not be eligible for salary adjustments other than legislative general increases and salary increases resulting from adjustments made in the pay range while not employed. In determining the amount of adjustment that the employee shall be granted, the same implementation instructions that applied to all employees in that class shall be followed.

B. Transfer Appointment

The President may grant an in-band increase when an employee, from another State agency accepts a position in a comparable class and/or pay band 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 of the pay band.

C. Promotion Appointment

1. Upon promotion, the employee's salary shall be increased at least to the minimum rate of the pay band to which promoted.
2. Upon promotion, an employee's salary may be increased by up to 15% of their base salary prior to promotion, or up to the midpoint of the new pay

band, whichever is greater. Such increases shall not place the employee's base salary above the maximum rate of the new pay band.

3. Upon promotion, an employee's performance review date shall be re-established in accordance with State Human Resources regulation.

Procedure for New Hire, Transfer, and Promotion Appointments

- A. Upon completion of the President's interview, the Human Resources Director and the functional area manager will review the recommended candidate's education and years of experience to determine salary. The establishment of an initial appointment salary shall be determined by the extent to which the individual's education and related work experience exceeds the required position qualification, market conditions, and salary equity. Initial appointment and salary determinations are up to the midpoint of the respective salary range.
- B. New Hire appointment over the midpoint and transfer and promotion appointment requests over 15% are to be reviewed by SBTCE and approved by OHR before implementation.
- C. The Human Resources Director will consult with the Vice President of Administrative Services to determine if the recommended salary is within budget limitations.
- D. The Human Resources Director will forward the recommended salary to the President for approval.
- E. The President is responsible and accountable for setting salaries at an appropriate and equitable level.
- F. The Human Resources Director is notified of approval and implements appointment.
- G. 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 action.
- H. All salary actions are subject to review by the SBTCE.

II. ADDITIONAL SKILLS/KNOWLEDGE, ADDITIONAL JOB DUTIES AND RESPONSIBILITIES, RETENTION, AND RECLASSIFICATION APPOINTMENTS

- A. Additional Skills/Knowledge Increase for Additional Degrees: Employees 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 relate 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.

B. Additional Skills/Knowledge Increase for National Professional Certifications:

Employees that receive written approval prior to pursuing the attainment of national professional certification that includes 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 relate 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 reference above.

***ADDITIONAL SKILLS/KNOWLEDGE INCREASE SCHEDULE**

ASSOCIATE'S DEGREE	\$500
BACHELOR'S DEGREE	\$1,000
MASTER'S DEGREE	\$1,500
DOCTORAL DEGREE	\$2,000
PROFESSIONAL CERTIFICATIONS	\$200 - \$500

The amount of the 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 in-band increase when an employee 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 pay band 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 pay band.

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 reduced up to the amount of the additional job duties and/or responsibilities increase.

- D. Retention Increase: The President wishing to retain the services of an employee in their current position may grant an in-band increase of up to 15% for the purpose of retention, provided such increase does not place the employee's base salary above the maximum rate of the pay band. A bona fide job offer, verified either in writing or telephonically by the functional area manager, 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. Individual technical Colleges or the SBTCE may adopt a policy that would address a time period in excess of twelve (12) months.

- E. Reclassification Increase:

1. When an occupied position is reclassified to a class having a higher minimum and maximum salary, the employee's salary shall be increased to at least the minimum rate of the pay band to which reclassified.
2. Upon reclassification, an employee's salary may be increased by up to 15% of their base salary prior to reclassification, provided such increase does not place the employee's salary above the maximum rate of the new pay band.
3. Upon reclassification, an employee's performance review date shall be re-established in accordance with State Human Resources regulation.

- F. Special Salary Adjustment: Aiken Technical College can request, through the SBTCE System, 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.

- G. Temporary Salary Adjustments: Aiken Technical College can request, through the SBTCE System, 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 positions. 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 approve by OHR.

Procedure for Additional Skills/Knowledge, Additional Job Duties and Responsibilities, Retention, Reclassification, Special Salary Adjustments, and Temporary Salary Adjustment Appointments:

- A. Supervisor recommends salary action to the functional area manager. The recommendation will be provided in a written justification. The written justification will provide a detailed reason for the recommended action.
- B. The functional area manager will review and approve the written justification before forwarding to the Human Resources Director. The Human Resources Director will review equity employees in similar situations, and budget limitations. A comparison analysis form will be completed by the Human Resources Director.
- C. The Human Resources Director will present the requested salary action, the written justification, and the comparison analysis form to the President for review and authorization to proceed.
- D. The Human Resources Director will review all documentation to determine if policy and procedure were adhered to, and if so, will provide a salary action letter to the President for signature.
- E. If approved, the Human Resources Director is notified and implements appointment.
- F. Pay increases are applied to the employee's annualized 12-month salary.
- G. Pay actions over 15%, special salary adjustments, and temporary salary adjustments must be submitted to the SBTCE for review and approved by OHR before implementation.
- H. All salary actions are subject to review by the SBTCE.

III. ANNUAL EMPLOYEE SALARY INCREASE PAY PLAN

Classified employees are normally eligible to receive salary increases on an annual basis in keeping with the Employee Salary Increase Pay Plan. The Vice President of Administrative Services will insure that funds are available to implement any proposed salary increase. No increase will be awarded which will cause a classified employee's annualized base salary to exceed the maximum of the pay band.

Annually, the Executive Staff and the President will prepare an employee salary increase pay plan to distribute available salary increase funds to individual classified employees. The pay plan will be developed in keeping within the broad guidelines promulgated by the SBTCE Executive Director, the General Appropriations Act, and the State Budget and Control Board. The plan may include, but not be limited to, general base pay, performance pay, exceptional performance pay, merit pay, one-time lump sum bonuses, internal equity, or job market competitiveness.

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