

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

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TITLE: COMPENSATION PLAN FOR UNCLASSIFIED
VICE PRESIDENT POSITIONS

POLICY
REFERENCE NUMBER: 8-2-102

DIVISION OF
RESPONSIBILITY: Human Resources Services

DATE OF LAST REVISION: June 9, 2017

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 SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM 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.

Each college may adopt the usage of any or all of the four levels of the available vice president positions. The functional groupings, levels, and number of vice president positions may vary according to the size and organizational complexity of the college. The availability of four vice president levels is designed to provide maximum flexibility in classification options to meet organizational needs and in no way implies necessary utilization or progression. All such positions will have primary management responsibility for one or more of the major functional areas of the college.

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I. POSITION ESTABLISHMENT

A. Senior Vice President and Vice President level positions.

The South Carolina Department of Administration's Division of State Human Resources (DSHR) delegates authority for the classification actions for this level of vice president to the System/College President upon written agreement. The request to establish such a position will specify the title, area of overall functional responsibility, and the rationale for the establishment of the position. In addition to the previously stated documentation, a completed state of South Carolina position description is required. The request should demonstrate that the position has authority to make decisions necessary to fulfill the assigned responsibilities and serves as the chief officer for the major functional area(s) to be administered.

B. Associate Vice President and Assistant Vice President level positions.

The South Carolina Department of Administration's Division of State Human Resources (DSHR) delegates authority for the classification actions for this level of vice president to the System/College President upon written agreement. Classification actions shall be accomplished through the use of a state of South Carolina position description form. All proposed classification actions shall be reviewed and/or approved by college human resources staff 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.

All delegated classification actions are subject to audit by DSHR. DSHR reserves the right to revoke parts or all rights of delegated authority from an individual college based upon audits that reveal deficient areas.

II. DEFINITION OF VICE PRESIDENT POSITIONS

Senior Vice President:

Positions assigned to this classification will report directly to the president and will have unique functionality to any other vice president position. Positions assigned to this classification are primarily responsible for the overall daily operations of the college and

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may supervise other vice president positions. A college may have no more than one senior vice president position.

Vice President:

Positions assigned to this classification will report directly to the president or senior vice president. Positions assigned to this classification may serve as chief operational officer for single or multi-campus/locations.

Associate Vice President:

Positions assigned to this classification will report directly to the president or other institutional officer position. Positions assigned to this classification may serve as chief operational officer for a branch campus. The associate vice president position supervises and directs professional level staff.

Assistant Vice President:

Positions assigned to this classification will report directly to the president or other institutional officer position. Positions assigned to this classification may serve as chief operational officer for a branch campus. The assistant vice president position supervises professional level staff.

III. MINIMUM REQUIREMENTS

Individuals appointed to a vice president position in the South Carolina Technical Colleges System (SCTCS) shall possess at least the minimum qualifications indicated in the vice president classification specification.

IV. CONDITIONS OF EMPLOYMENT

All unclassified vice president positions are considered to have covered status in the position to which appointed upon successful completion of the twelve (12) months probationary period. If the employee has covered status and is promoted, demoted, reclassified, reassigned or transferred into a vice president position, he/she will serve a six (6) months trial period.

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Holidays, annual, sick, and other leave for all positions covered by this procedure will be administered in accordance with the procedures set forth in SBTCE leave policies for classified employees.

V. ANNUAL SALARY RANGES

Senior Vice President: The salary range shall be indexed at ninety (90%) of the respective presidential salary range.

Vice President: The salary ranges shall be indexed at eighty-five (85%) of the respective presidential salary range.

Associate Vice President: The salary range shall be indexed at eighty-five (85%) of the vice presidential salary range.

Assistant Vice President: The salary range shall be indexed at eighty-five (85%) of the associate vice presidential salary range.

These ranges are normally updated annually and distributed with the SBTCE Fiscal Year Salary Increase Guidelines. In a year where the presidential salary ranges do not change but a base pay increase is legislated, these ranges will be adjusted in accordance with the legislated increase amount.

VI. SALARY ACTIONS

DSHR delegates authority for pay actions on all positions covered by this procedure to the System/College President upon written agreement. All proposed pay actions shall be reviewed and/or approved by System Office/college human resources staff 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 DSHR. DSHR reserves the right to revoke parts or all rights of delegated authority from an individual college based upon audits that reveal deficient areas.

Non-delegated pay actions must be submitted through the college's human resources office to the System Office for review and evaluation prior to submission to DSHR for consideration. The System Office shall serve as the college's liaison/facilitator for non-delegated pay actions with DSHR.

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

It is expected that each college will develop internal policies, procedures, or guidelines stating how the college's pay plan will be administered in keeping with the procedure.

A. SETTING OF APPOINTMENT SALARY

1. New Hires

The College President is responsible and accountable for setting salaries at an appropriate and equitable level up to the maximum of the respective salary group. 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 qualifications, market conditions and salary equity. This salary analysis must be documented for the purpose of providing a sound basis to support the approval of the respective appointment salary. The analysis shall include the following factors:

- a. internal equity among similarly situated individuals within the respective classification or group;
- b. documented external market conditions;
- c. budgetary considerations; and
- d. other relevant factors which impact the selection process.

2. Current State Employee

a. Movement

When a state employee moves from a classified position to an unclassified vice president position the employee's salary may be increased up to the maximum of the new salary range. System Office increases in excess of 15% or the new salary range midpoint, whichever is greater, must receive prior approval by DSHR.

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b. Promotion, Demotion, Reassignment or Transfer Appointments

When an employee moves from a classified position to an unclassified position or, an unclassified position from another state agency to an unclassified position at the System Office/college or, from one unclassified category (faculty, UNTP, VP) to another unclassified category (faculty, UNTP, VP), the agency shall determine whether the new position has a higher, lower, or equivalent level of job duties or responsibilities than the former position.

Based on that determination, the movement will be a promotion, demotion, reassignment, or transfer. In the case of a promotion or transfer, the employee's salary may be increased up to the maximum of the new salary range. System Office increases in excess of 15% or the new salary range midpoint, whichever is greater, must receive prior approval by DSHR.

B. SALARY INCREASES

All positions covered by this procedure are eligible to receive salary increases on an annual basis in keeping with the provisions of the South Carolina Department of Administration's fiscal year policies, SBTCE fiscal year salary increase guidelines, and the college's employee salary increase plan and/or internal policies, procedures, or guidelines.

No increase will be allowed which will cause an employee's salary increase to exceed the legislated limit for unclassified employees, nor will an increase be allowed which will cause an employee's annual base salary to exceed the maximum of the assigned salary range.

1. Legislated Increase.

General and merit increases shall be provided to employees in accordance with the provisions of the General Appropriations Act and the policies and guidelines set forth by DSHR.

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2. In-Range Salary Increases.

a. Additional Skills/Knowledge Increase.

College Presidents may recognize employees who gain additional skills and/or knowledge that 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 SCTCS. Increases may be granted for the purpose of addressing such situations in keeping with a college plan that assures that all similarly situated employees are treated consistently and equitably. The increase may not place the employee's base salary above the maximum rate of the salary range. Individual colleges must develop guidelines that stipulate required knowledge and skills associated with appropriate pay increases.

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. Individual colleges must develop internal procedures to ensure that additional skills/knowledge increases are awarded consistently and equitably among all eligible employees. 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. System Office requests to award increases in excess of 15% must be in writing and submitted to DSHR for consideration.

b. Performance Increase:

College Presidents 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; and

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- 4) designate resources within their existing budget to adequately fund the awarding of performance increases

While an official performance appraisal is not required, the granting of a performance increase may be based upon performance related criteria. No increase can be awarded which will cause an employee's base salary to exceed the maximum salary for the respective position.

- c. Retention Increase.

College Presidents wishing to retain the services of an employee in his/her current position may grant an increase for the purpose of retention, provided such increase does not place the employee's base salary above the maximum of the salary range and the increase does not create an internal equity issue. In order to grant a retention increase, a bona fide job offer that has been verified and documented by the System Office/college must come from another employer, either within (not within the SCTCS) or outside of state government. An employee shall receive no more than one (1) retention increase in a twelve (12) month period.

System/College Presidents may offer increases up to 15% if the bona fide job offer is from another state agency.

College Presidents may consider increases up to the maximum of the employee's pay range where the bona fide offer is from an employer outside of state government. System Office requests to award increases in excess of 15% must be in writing and submitted to DSHR for consideration.

- d. Additional Job Duties and/or Responsibilities Increase.

College Presidents may grant an increase when an employee is assigned significant and/or substantial additional job duties and/or broader responsibilities, either within his/her current position or another position in the same salary range within the SCTCS. An employee's salary may be increased for the recognition of the additional job duties and/or responsibilities, provided such increase does not place the employee's base

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salary above the maximum rate of the salary range and the increase does not create an internal equity issue. System Office requests to award increases in excess of 15% must be in writing and submitted to DSHR for consideration.

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.

e. Transfer Increase.

College Presidents may grant an increase when an employee from another state agency (not within the SCTCS) accepts a position in a comparable classification and/or salary range as his/her current position. An employee's salary may be increased for the recognition of a transfer provided such increase does not place the employee's base salary above the maximum of the salary range and the increase does not create an internal equity issue. System Office requests to award increases in excess of 15% must be in writing and submitted to DSHR for consideration.

C. SPECIAL SALARY ADJUSTMENTS

Colleges may award an increase for documented cases of substantial salary inequity among similarly situated employees and other salary increases not otherwise covered in this procedure. 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. The System Office may request the South Carolina Department of Administration's Division of State Human Resources Director to consider awarding an increase for documented cases of substantial salary inequity among similarly situated employees.

D. TEMPORARY SALARY ADJUSTMENTS

College Presidents may award a temporary salary adjustment for employees in FTE positions to compensate for time limited situations such as assuming

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additional job duties and/or responsibilities not performed in the primary position. Normally, the specified period of time will not exceed one (1) year. System Office requests for awarding a temporary salary adjustment in excess of 15% must be in writing and submitted to DSHR for approval prior to the requested effective date. 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 his/her 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 the respective salary range during the specified period of time when approved by the System Office/DSHR/college. System Office requests to extend a temporary salary adjustment must be approved by DSHR on or before the expiration of the previously approved time period.

E. BONUS

System/College Presidents may award eligible employees in FTE positions a bonus not to exceed the amount specified in the current year General Appropriations Act. The administration of bonuses is to comply with guidelines established by the South Carolina Department of Administration. Bonuses may be awarded to recognize the accomplishments and contributions of individual employees. Examples of appropriate reasons for awarding bonuses are:

1. Contributions to increased organizational productivity;
2. Development and/or implementation of improved work processes;
3. Exceptional customer service;
4. Realized cost savings; or
5. Other specific contributions to the success of the organization.

Each college electing to award bonuses must develop a plan outlining the criteria, maintain such plan on file, and make the plan available to employees. Colleges must electronically report certain information regarding the awarding of bonuses to the System Office's Human Resource Services for use in complying with DSHR reporting requirements.

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F. BUDGETARY CERTIFICATION

All requests to increase the salary for position(s) or employee(s) within the SCTCS shall be considered only when sufficient funds are available to meet the request. When reviewing pay actions not delegated to the SCTCS, DSHR may require submission of appropriate documentation.