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**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Introduction	Section: i
	Subject: B
SUBJECT: Office of Human Resource Management Administration	Effective: 06/05/09
	Revised: 05/29/09

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY 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.

OFFICE OF HUMAN RESOURCE MANAGEMENT ADMINISTRATION

South Carolina State University is committed to achieving its objectives in education, research and public service. Success in achieving these objectives is dependent upon the effectiveness of the performance of its personnel. Recognizing that people are the University's most important resource, the following mission has been adopted for the Office of Human Resource Management.

"The Office of Human Resource Management exists to support the mission and vision of the University by attracting, recruiting, employing, developing and retaining competent faculty and staff. Human Resource's role is to help managers, supervisors and staff to think and act strategically by using the work performed by all employees to add value to our university.

The Office of Human Resource Management, an operating department under the Office of Institutional Effectiveness, is assigned the responsibility of administering the University's personnel policies and programs. Office of Human Resource Management staff is available to assist administrators, department heads, supervisors and employees with personnel administration.

South Carolina State University's Office of Human Resource Management is located in Lowman Hall, Suite 104, Post Office Box 7597, Orangeburg, South Carolina 29117. The telephone number is (803) 536-7047; the fax number is (803) 533-3630; and the email address is humanresources@scsu.edu. Information on our programs and services may be accessed via our web page at www.scsu.edu/facultystaff/humanresources.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Introduction	Section: i
	Subject: C
SUBJECT: Notification of Personnel Policies and Procedures	Effective: 06/05/09
Manual Change Notices	Revised: 05/29/09

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**NOTIFICATION OF PERSONNEL POLICIES AND PROCEDURES MANUALS AND
MANUAL CHANGE NOTICES**

Responsibility for the publication, distribution and interpretation of the South Carolina State University Personnel Policies and Procedures Manual is assigned to the University's Office of Human Resource Management. The Office of Human Resource Management will ensure that Manual change notices or other correspondence that establish, rescind or modify current policies and procedures are made available to all personnel.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: A
SUBJECT: Sources of Applicants for Staff (Non-Faculty) Positions	Effective: 06/05/09
	Revised: 05/29/09

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SOURCES OF APPLICANTS FOR STAFF (NON-FACULTY) POSITIONS

It is the policy of South Carolina State University that persons will be recruited and selected for employment on the basis of training, experience, and other characteristics which best suit an individual to the job to be performed. To accomplish this, all recruitment and selection activities shall be coordinated by the Office of Human Resource Management. Human Resource Management is responsible for ensuring that all personnel related legal and reporting requirements are met.

The Office of Human Resource Management recognizes the following methods of advertising staff (non-academic) vacancies:

- A. Vacant positions are advertised via the University online [Employment Opportunities](#) web page for a minimum of five days.
- B. Individuals who do not have a personal computer on which to access the advertised positions, may view them on personnel computers housed in the Office of Human Resource Management.
- C. Departments that need special recruiting services must coordinate with the Office of Human Resource Management for newspaper, periodical and/or web advertising.

Anyone needing additional information on posted vacancies should contact the Office of Human Resource Management at (803) 536-7047 or humanresources@scsu.edu.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: B
SUBJECT: Categories of Positions	Effective: 01/01/05
	Revised: 12/15/04

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CATEGORIES OF POSITIONS

For the purposes of the South Carolina State University Personnel Policies and Procedures Manual, the following categories of positions are defined to mean:

A. Faculty/Academic Position

A position which carries faculty status (e.g., Instructor, Professor, Dean).

B. Staff Position

Any position either classified or unclassified by the Budget and Control Board Office of Human Resources which does not carry faculty status (e.g., Administrative Specialist, Student Services Program Coordinator, Accountant/Fiscal Analyst).

C. Temporary Position

A non-FTE position which exists for 12 months or less.

D. Research Grant/Temporary Grant Position

Any non-FTE position either classified or unclassified, funded by an approved grant for the duration of the grant.

E. Student Position

A position occupied by an undergraduate or graduate student enrolled at South Carolina State University.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: C.1
SUBJECT: To Establish and Fill a New Classified FTE Position	Effective: 06/05/09
	Revised: 07/29/19

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TO ESTABLISH AND FILL A NEW CLASSIFIED FTE POSITION

- A. The department submits, through its appropriate administrative channels, a request to establish a new classified position along with a Position Description (PD) and organization chart to the Office of Human Resource Management (OHRM).
- B. Upon receipt of the request and supporting documents, OHRM classifies the position or submits the PD and organization chart to the South Carolina Department of Administration Division of State Human Resources for classification.
- C. When the position is approved by OHRM and/or the South Carolina Department of Administration Division of State Human Resources, a copy of the PD is sent through administrative channels to the department for its permanent record and for posting via the University's online employment system ([Employment Opportunities](#)). The position will be posted for a period of at least five work days. (If an emergency exists requiring the vacancy to be filled immediately, certification of the emergency must be made to and approved by the President to waive the five-day posting requirement.) Departments that need special recruiting services must coordinate with OHRM for newspaper and/or periodical advertising.
- D. A personal interview must be conducted with no fewer than three applicants for the vacant position (if there are less than three applicants, an interview must be conducted with those who applied). Interviewing and selection of employees must be in compliance with the University's Affirmative Action Policy.
- E. Any negotiations for hire above the minimum of the pay range must be approved by OHRM and/or the South Carolina Department of Administration Division of State Human Resources as well as the Budget Office prior to any salary commitment being made to the applicant. Any salary offers made without proper approvals will not be considered valid nor binding on the University.
- F. The department submits a request to hire the selected candidate through the University's online employment system's candidate approval process.
- G. No offer of employment or starting salary shall be extended without the prior approval of the President. Any such offer made will not be considered valid nor binding on the University.

**SOUTH CAROLINA STATE UNIVERSITY
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SECTION: Recruitment and Employment	Section: I
	Subject: C.2
SUBJECT: To Refill an Existing Classified FTE Position	Effective: 06/05/09
	Revised: 07/29/19

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TO REFILL AN EXISTING CLASSIFIED FTE POSITION

- A. When notification of an employee’s separation is received, the department immediately completes an Employee Separation Notice ([Form P-31](#)) and forwards it, through administrative channels, to the Office of Human Resource Management (OHRM). The employee must return his or her South Carolina State University ID card to the supervisor and University keys to the Facilities Management Department.
- B. To refill an existing classified FTE position the department posts it via the University’s online employment system ([Employment Opportunities](#)).
- C. The position will be posted for a period of at least five work days. (If an emergency exists requiring the vacancy to be filled immediately, certification of the emergency must be made to and approved by the President to waive the five-day posting requirement.) Departments that need special recruiting services must coordinate with OHRM for newspaper and/or periodical advertising.
- D. A personal interview must be conducted with no fewer than three applicants for the vacant position (if there are less than three applicants, an interview must be conducted with those who applied). Interviewing and selection of employees must be in compliance with the University’s Affirmative Action Policy.
- E. Any negotiations for hire above the minimum of the pay range must be approved by OHRM and/or the South Carolina Department of Administration Division of State Human Resources as well as the Budget Office prior to any salary commitment being made to the applicant. Any salary offers made without proper approvals will not be considered valid nor binding on the University.
- F. The department submits a request to hire the selected candidate through the University’s online employment system’s candidate approval process.
- G. No offer of employment or starting salary shall be extended without the prior approval of the President. Any such offer made will not be considered valid nor binding on the University.

**SOUTH CAROLINA STATE UNIVERSITY
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SECTION: Recruitment and Employment	Section: I
	Subject: C.3
SUBJECT: To Reclassify and Fill a Vacant Classified FTE Position	Effective: 06/05/09
	Revised: 7/29/19

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TO RECLASSIFY AND FILL A VACANT CLASSIFIED FTE POSITION

- C. The department submits, through its appropriate administrative channels, a request to reclassify a vacant classified position along with a Position Description (PD) and organization chart to the Office of Human Resource Management (OHRM).
- D. Upon receipt of the request and supporting documents, OHRM reviews the position for reclassification and/or submits the PD and organization chart to the South Carolina Department of Administration Division of State Human Resources for reclassification.
- E. The Office of Human Resource Management and/or the South Carolina Department of Administration Division of State Human Resources analyzes the PD and accompanying organization chart and renders a decision on reclassifying the position.
- F. When the position is approved by OHRM and/or the South Carolina Department of Administration Division of State Human Resources, a copy of the PD is sent through administrative channels to the department for its permanent record and for posting via the University's online employment system ([Employment Opportunities](#)).
- E. The position will be posted for a period of at least five work days. (If an emergency exists requiring the vacancy to be filled immediately, certification of the emergency must be made to and approved by the President to waive the five-day posting requirement.) Departments that need special recruiting services must coordinate with OHRM for newspaper and/or periodical advertising.
- F. A personal interview must be conducted with no fewer than three applicants for the vacant position (if there are less than three applicants, an interview must be conducted with those who applied). Interviewing and selection of employees must be in compliance with the University's Affirmative Action Policy.
- G. Any negotiations for hire above the minimum of the pay range must be approved by OHRM and/or the South Carolina Department of Administration Division of State Human Resources as well as the Budget Office prior to any salary commitment being made to the applicant. Any salary offer made without proper approvals will not be considered valid nor binding on the University.

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- A. The department submits a request to hire the selected candidate through the University's online employment system's candidate approval process.
- B. No offer of employment or starting salary shall be extended without the prior approval of the President. Any such offer made will not be considered valid nor binding on the University.

**SOUTH CAROLINA STATE UNIVERSITY
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SECTION: Recruitment and Employment	Section: I
	Subject: C.4
SUBJECT: To Reclassify a Filled Classified FTE Position	Effective: 06/05/09
	Revised: 05/29/09

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TO RECLASSIFY A FILLED CLASSIFIED FTE POSITION

- A. The department submits, through its appropriate administrative channels, a request to reclassify a filled classified FTE position along with a Position Description (PD) and organization chart. If a reclassification salary increase is being requested for the incumbent of the position, a Personnel Action Request ([Form P-4](#)) must also be submitted to the Budget Office to determine if there are sufficient funds in the department's budget to support the salary increase. If the request cannot be approved by the Budget Office it will be returned to the department. If sufficient funds exist for the approval of the request, the Budget Office will forward it to the Office of Human Resource Management (OHRM).
- B. Upon receipt of the budget-approved request and supporting documents, OHRM reviews the PD for reclassification of the position and/or submits the PD and organization chart to the Budget and Control Board Office of Human Resources for reclassification.
- C. OHRM and/or the Budget and Control Board Office of Human Resources analyzes the PD and accompanying organization chart and renders a decision on reclassifying the position.
- D. When the position is approved by OHRM and/or the Budget and Control Board Office of Human Resources, a copy of the PD is sent through administrative channels to the department for its permanent record.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: C.5
SUBJECT: To Establish and Fill a New Unclassified FTE Position	Effective: 06/05/09
	Revised: 07/29/19

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TO ESTABLISH AND FILL A NEW UNCLASSIFIED FTE POSITION

- A. The department submits, through its appropriate administrative channels, a request to establish a new unclassified FTE position along with a Position Description (PD) and organization chart to the Office of Human Resource Management (OHRM).
- B. Upon receipt of the request and supporting documents, OHRM establishes the position or, if necessary, submits the PD to the South Carolina Department of Administration Division of State Human Resources for its establishment.
- C. When the position is approved by OHRM and/or the South Carolina Department of Administration Division of State Human Resources, a copy of the PD is sent through administrative channels to the department for its permanent record and for posting via the University's online employment system ([Employment Opportunities](#)).
- D. The position will be posted for a period of at least five work days. (If an emergency exists requiring the vacancy to be filled immediately, certification of the emergency must be made to and approved by the President to waive the five-day posting requirement.) Departments that need special recruiting services must coordinate with OHRM for newspaper and/or periodical advertising.
- E. A personal interview must be conducted with no fewer than three applicants for the vacant position (if there are less than three applicants, an interview must be conducted with those who applied). Interviewing and selection of employees must be in compliance with the University's Affirmative Action Policy.
- F. Any negotiations for hire above the minimum of the pay range must be approved by OHRM and/or the South Carolina Department of Administration Division of State Human Resources as well as the Budget Office prior to any salary commitment being made to the applicant. Any salary offers made without proper approvals will not be considered valid nor binding on the University.
- G. The department submits a request to hire the selected candidate through the University's online employment system's candidate approval process.
- H. No offer of employment or starting salary shall be extended without the prior approval of the President. Any such offer made will not be considered valid nor binding on the University.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: C.6
SUBJECT: To Refill an Existing Unclassified FTE Position	Effective: 06/05/09
	Revised: 07/29/19

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TO REFILL AN EXISTING UNCLASSIFIED FTE POSITION

- A. When notification of an employee’s separation is received, the department immediately completes an Employee Separation Notice ([Form P-31](#)) and forwards it, through administrative channels, to the Office of Human Resource Management (OHRM). The employee must return his or her South Carolina State University ID card to the supervisor and University keys to the Facilities Management Department.
- B. To refill an existing classified FTE position the department posts it via the University’s online employment system ([Employment Opportunities](#)).
- C. The position will be posted for a period of at least five work days. (If an emergency exists requiring the vacancy to be filled immediately, certification of the emergency must be made to and approved by the President to waive the five-day posting requirement.) Departments that need special recruiting services must coordinate with OHRM for newspaper and/or periodical advertising.
- D. A personal interview must be conducted with no fewer than three applicants for the vacant position (if there are less than three applicants, an interview must be conducted with those who applied). Interviewing and selection of employees must be in compliance with the University’s Affirmative Action Policy.
- E. Any negotiations for hire above the minimum of the pay range must be approved by OHRM and/or the South Carolina Department of Administration Division of State Human Resources as well as the Budget Office prior to any salary commitment being made to the applicant. Any salary offers made without proper approvals will not be considered valid nor binding on the University.
- F. The department submits a request to hire the selected candidate through the University’s online employment system’s candidate approval process.
- G. No offer of employment or starting salary shall be extended without the prior approval of the President. Any such offer made will not be considered valid nor binding on the University.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: C.7
SUBJECT: To Establish and Fill a Temporary (Non-Student) Position	Effective: 06/05/09
	Revised: 05/29/09

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TO ESTABLISH AND FILL A TEMPORARY (NON-STUDENT) POSITION

Individuals who are not enrolled as students shall be classified in a regular temporary ([P-13](#)) assignment. Individuals who are enrolled as students, regardless of the number of hours, and who are not receiving Title IV Aid, shall also be classified in a regular temporary ([P-13](#)) assignment. The following procedures shall apply to establishing and filling temporary assignments.

- A. To establish and fill a temporary (non-student) position the department posts it via the University's online employment system ([Employment Opportunities](#)). There is no minimum posting timeframe requirement for posting a temporary (non-student) position, nor is there a requirement to interview a minimum number of applicants. Departments that need special recruiting services must coordinate with OHRM for newspaper and/or periodical advertising.
- B. The department submits a request to hire the selected candidate through the University's online employment system's candidate approval process.
- C. No offer of employment or salary commitment shall be extended to a temporary (non-student) candidate until all approvals have been made, to include the Budget Office, OHRM and the President. Any such offer made will not be considered valid nor binding on the University.
- D. Departments must notify OHRM and the Budget Office if a temporary employee is terminated prior to the end of the assignment period. The notification must be in writing and indicate the effective date.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: C.8
SUBJECT: To Establish and Fill a Student Temporary Position	Effective: 06/05/09
	Revised: 05/29/09

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TO ESTABLISH AND FILL A STUDENT TEMPORARY POSITION

Individuals enrolled as students and are receiving Title IV Aid, shall be classified in a Student Temporary Position. Eligibility for work assignments of all student temporary employment must be approved by the Financial Aid Office prior to the student beginning employment.

Undergraduate students with temporary assignments who are receiving Title IV Aid shall not exceed 20 work hours per week. Graduate students with temporary assignments who are receiving Title IV Aid shall not exceed 25 work hours per week. The following procedures shall apply to establishing and filling student temporary assignments.

- A. The department submits, through its appropriate administrative channels and the Financial Aid Office, a Student Employment Data Request ([Form P-13S](#)) to the Budget Office to determine if there are sufficient funds in the department's budget to support the student temporary position. If the request cannot be approved by the Budget Office it will be returned to the department. If sufficient funds exist for the approval of the student temporary position, the Budget Office will process it and forward it to the Office of Human Resource Management (OHRM). [P-13S forms](#) for graduate students must also be approved by the Dean of Graduate Studies prior to submission to the Budget Office.
- B. Upon receipt of the [P-13S form](#), OHRM reviews the duties listed on the form and assigns the appropriate State classified or unclassified job title and notifies the department that the temporary position has been approved.
- C. After notification of the approved student temporary position, the Department instructs the student temporary employee to report to OHRM to complete personnel data forms (demographics). The hiring authority is responsible for informing student temporary employees that they are required to report to OHRM for proper processing. It is mandatory that the [P-13S](#) be approved and demographics be completed prior to the starting date of employment. No employee will be paid for work performed prior to approval by OHRM.
- D. Departments must notify OHRM and the Budget Office if a student temporary employee is terminated prior to the end of the assignment period. The notification must be in writing and indicate the effective date.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: C.9
SUBJECT: To Establish and Fill a Temporary Grant Position	Effective: 06/05/09
	Revised: 05/29/09

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TO ESTABLISH AND FILL A TEMPORARY GRANT POSITION

- A. The department submits, through its appropriate administrative channels, a request to establish a temporary grant position along with a completed Position Description (PD), an organization chart, a copy of the approved grant award letter, notification letter from the Office of Sponsored Programs, and the approved budget for the grant (from the Grants Accounting and Budget offices) to the Office of Human Resource Management (OHRM). Positions funded by Title III must also have the approval of the Title III Director.
- B. Upon receipt of the documentation, OHRM reviews the request and determines the appropriate State classified or unclassified job title based on the duties described on the position description. Once a classified or unclassified job title has been determined, OHRM will establish the temporary grant position and notify the department.
- C. To fill the temporary grant position the department posts it via the University's online employment system ([Employment Opportunities](#)). There is no minimum posting timeframe requirement for posting a temporary (non-student) position, nor is there a requirement to interview a minimum number of applicants. Departments that need special recruiting services must coordinate with OHRM for newspaper and/or periodical advertising.
- D. The department submits a request to hire the selected candidate through the University's online employment system's candidate approval process.
- E. No offer of employment or salary commitment shall be extended to a temporary grant candidate until all approvals have been made, to include the Budget Office, OHRM and the President. Any such offer made will not be considered valid nor binding on the University.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: E
SUBJECT: Nepotism	Effective: 06/05/09
	Revised: 05/29/09

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NEPOTISM

As required by State Human Resources Regulations and the Ethics Act, South Carolina State University adheres to a strict policy against nepotism. No public official, public member or public employee may cause the employment, appointment, promotion, reassignment, transfer or advancement of a family member to a position which the public employee supervises or manages. Family member means an individual who is:

- A. The spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild; or
- B. A member of the individual's immediate family. Immediate family is defined as:
 - 1. A child residing in a public employee's household;
 - 2. A spouse of a public employee; or
 - 3. An individual claimed by the public employee or the public employee's spouse as a dependent for income tax purposes.

Members of the same family may be employed in faculty or staff positions, in the same or different departments or offices, provided that one member of the family would not be required to function in a supervisory capacity involving another member of the same family. In situations in which one member of the family would be required to initiate or participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) involving another member of the same family, the appropriate Vice President (or applicable Division Head) must grant prior written approval to such an employment arrangement. A good-faith determination by the Vice President that it would not be in the best interest of South Carolina State University to establish such a close working relationship between members of the same family would not constitute a denial of equal employment opportunity.

**SOUTH CAROLINA STATE UNIVERSITY
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SECTION: Recruitment and Employment	Section: I
	Subject: F
SUBJECT: Probationary/Trial Period	Effective: 06/05/09
	Revised: 05/29/09

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PROBATIONARY/TRIAL PERIOD

Probationary Period

An employee appointed to fill an established full-time or part-time FTE position shall be given probationary status. It is the initial working test period of employment with State government of 12 months duration, beginning on the date of hire.

- A. The probationary period will be regarded as an integral part of the University's employment process. The probationary period shall be utilized by the employee's supervisor for closely observing the employee's abilities and performance of the duties and responsibilities of the position.
- B. An employee in probationary status who is promoted, reclassified (or received an unclassified State title change), demoted, transferred or reassigned and has not held permanent status in any position must complete a probationary period of 12 months.
- C. An employee who performs unsatisfactorily during the probationary period must be terminated before becoming a covered employee. An employee who is terminated before the end of the 12-month period has no right to appeal under State or University grievance procedures. The supervisor must supply proper documentation to the Office of Human Resource Management before taking measures to terminate the probationary employee. The probationary period cannot be extended.

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Trial Period

An employee who has been promoted, reclassified (or received an unclassified State title change), transferred, reassigned, or demoted to any position to which he or she does not hold permanent status shall be given trial status for a period of six months in that position.

- A. An employee who has obtained permanent status and is in a trial period shall be given an appraisal prior to completion of the six-month period. If the employee does not receive an appraisal prior to the end of the six-month period, and the trial period has not been extended, the employee shall be rated “meets performance requirements” by default. Once an employee has successfully completed the trial period and obtained permanent status in a classification (or unclassified State title), the employee retains permanent status in the classification (or unclassified State title) throughout his or her continuous State service.
- B. The six-month trial period may be extended up to 90 calendar days upon written notice to the employee prior to the end of the six-month trial period.
- C. Upon written notification, an employee in trial status may be demoted to the same class (or unclassified State title) or a class (or unclassified State title) of comparable or higher level from which promoted if the demotion occurs within the trial period. Failure to successfully complete the trial period will result in a demotion to the same class (or unclassified State title) or a class (or unclassified State title) of comparable or higher level from which promoted. An employee who is demoted within the trial period may not appeal such demotion under State or University grievance procedures, since he or she has not successfully completed the trial period by receiving a “meets performance requirements” appraisal.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: G
SUBJECT: Promotion/Reassignment	Effective: 06/05/09
	Revised: 05/29/09

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PROMOTION/REASSIGNMENT

South Carolina State University is committed to the concept of career development. Many vacancies which occur within the University can be filled by qualified and experienced personnel already employed by the University. Promotions or reassignments which result in better use of employees' skills and experiences, and are mutually beneficial to both the University and the employee are encouraged. It is fundamental for good employee relations that qualified employees with a good service record who are interested in a promotion or reassignment be given priority consideration whenever possible. Based on this belief the following procedures are adopted:

- A. The employee should check the University's website under [Employment Opportunities](#) for promotional or reassignment opportunities in which he or she might have an interest. If an employee does not have Internet access, he or she may use the public personal computers in the Office of Human Resource Management to view advertised positions.
- B. If the employee meets the minimum state and University qualifications for the position, he or she should complete an online application for the position. The employee should inform his or her current supervisor that he or she is applying for another position at the University.
- C. If the employee is offered the promotion or reassignment, at least a two weeks resignation notice should be given to the current employer so that a replacement might be recruited and trained. In certain key positions, additional advance notice beyond this period of time may be expected.

Planning the work program and organizing the work force to accomplish objectives within available resources are management responsibilities. No reassignment will be effected until the President (or Vice Presidents within their divisions), and the Office of Human Resource Management have determined that it is in the best interest of South Carolina State University. Final approval must be obtained prior to the actual reassignment of an employee.

Reassignment of an employee to a different position can be effected when, in the sole discretion of the President (or Vice Presidents within their divisions), circumstances exist which indicate that a reassignment is in the best interest of the University. All such reassignments must be discussed with the Office of Human Resource Management.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: H
SUBJECT: Criminal History, Credit, Driver's License and/or Comprehensive Background Check	Effective: 06/05/09
	Revised: 05/29/09

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CRIMINAL HISTORY, CREDIT, DRIVER'S LICENSE AND/OR COMPREHENSIVE BACKGROUND CHECK

Policy

- A. South Carolina State University will require a criminal history, credit, driver's license, and/or a comprehensive background check of its candidates for employment prior to an offer of employment. This procedure is intended to ensure the privacy of the individual while meeting the purpose of record checks.
- B. Background checks may be necessary in cases where individuals are transferred, promoted or reassigned to positions which may be considered sensitive. Positions are considered sensitive which have the potential opportunity for an incumbent, through the possible abuse of work related functions or situations, to cause loss or harm to students, staff, the public, or to the financial or material property and assets of the University.
- C. All information from these background checks will be forwarded to the Human Resources Director. The employing department will be notified when the background check has been completed. The applicant or employee (as applicable) will also be informed of the results of the background check upon written request.
- D. Under State regulations (Code of Laws of S.C. Section 59-111-50), the selected candidate, if his or her credentials are above a high school diploma, will be subject to a Student Loan Default check before an offer is extended to the individual.

Procedures

- A. Any applicant for or employee (as applicable) in a position at the University requiring a criminal history, credit, driver's license, and/or comprehensive background check will be informed of this policy prior to any investigation into his or her background.

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- B. A motor vehicle record will be required of those individuals holding positions which require driving a University vehicle 50% or more of their time as specified in the position description and the Motor Vehicle Management Act Section 1-11-220 through 1-11-340 of the Code of Laws of South Carolina, 1976, as amended. The applicant is required to provide the motor vehicle record to the employing department prior to an offer of a position.

- C. Any notes, memoranda, or other documentation used or relied upon will be maintained separately from other individual identifiable employment records and secured by the Human Resources Director to avoid inadvertent misuse of information.

- D. Finalists for positions who refuse to grant authorization for a background investigation by the time of an offer of employment will not be considered further due to the requirement of specific checks for the position.

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PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: I
SUBJECT: Authorization for Employment in the United States	Effective: 06/05/09
	Revised: 05/29/09

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AUTHORIZATION FOR EMPLOYMENT IN THE UNITED STATES

The U. S. Department of Homeland Security requires employees to present original documents for evidence of identity and employment eligibility for employment in the United States.

In compliance with the provisions of the Illegal Immigration Reform and Immigration Act of 1996, South Carolina State University will employ only United States Citizens and Aliens lawfully authorized to work in the United States. All new employees must complete an Employment Eligibility Verification Form (Form I-9) and present documentation that establishes both identity and authorization for employment on or before the scheduled hire date. (The lists of acceptable documents are presented below.)

The University participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The Office of Human Resource Management must be contacted in advance regarding prospective employment of any individual in a special visa category to ensure that he or she is authorized to work at the University.

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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR		AND
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	
	6. Military dependent's ID card	5. Native American tribal document
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	9. Driver's license issued by a Canadian government authority	6. U.S. Citizen ID Card (Form I-197)
	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	11. Clinic, doctor, or hospital record	
12. Day-care or nursery school record		
		8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Form I-9 (Rev. 02/02/09) N Page 5

**SOUTH CAROLINA STATE UNIVERSITY
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SECTION: Recruitment and Employment	Section: I
	Subject: J
SUBJECT: Disclosure of Applicant Information	Effective: 06/05/09
	Revised: 05/29/09

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DISCLOSURE OF APPLICANT INFORMATION

Release of any information on applicants applying for positions at South Carolina State University is done so only in accordance with the Freedom of Information Act (FOIA). The following guidelines will be used in disclosing such information.

- A. The University's Office of Human Resource Management (OHRM) is designated as the office to process FOIA requests related to disclosure of applicant information. All applicant information will be stored in OHRM and the Human Resources Director or designee is the designated custodian of this applicant information and shall maintain the official count of the number of applications that are accepted for an open position.
- B. Documents generally gathered for all applicants are applications, resumes, reference checks, criminal background checks, and confirmation of salary for a State employee. Documents which may be gathered dependent upon the specific position being filled are credit checks, school transcripts, driver's license records, drug tests, medical examinations, certification or licensing verification, and proficiency test scores.
- C. Information shall only be made available upon written request submitted to OHRM. When a written request under the FOIA for information concerning an applicant is received, the Human Resources Director or designee will respond in writing to the request within 15 days (excepting Saturdays, Sundays, and University observed holidays). Information in the response shall include a summary of the information being provided under the request, a summary of the information that is not being disclosed and the reasons therefor, an estimate of the fees that will be charged, and any deposit to be made by the requester.
- D. OHRM will charge the person requesting the information the actual cost incurred in providing the information. This charge shall consist of the hourly rate of the individual who is assigned the task of gathering the requested information plus any copying costs. The fee, or a minimum of a 50% deposit, shall be paid prior to any action being taken on the request. The entire cost must be paid prior to the information being provided to the person requesting it.

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- E. The Office of Human Resource Management will assemble all materials, regardless of their form or location that were gathered in the search to fill the employment position. The Human Resources Director or designee shall determine which information to disclose under the FOIA request, subject to approval by the President. The University's general counsel will also be consulted in this process. Each FOIA request will be examined on a case-by-case basis for determining which information will be disclosed. In determining what information to disclose, the privacy interests of the applicant will be weighed against the public's interest in disclosure.

- F. The applicant's social security number, medical records, and income tax returns information are exempt from disclosure by the FOIA. Depending on the specific situation, the following information will be evaluated to determine whether its disclosure would constitute an unreasonable invasion of personal privacy: drug test results, unlisted phone numbers, salaries, criminal convictions, Family Independence Act information, reasons for job terminations, credit check information, criminal background check information, reference letters, and driver's license number.

**SOUTH CAROLINA STATE UNIVERSITY
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SECTION: Recruitment and Employment	Section: I
	Subject: K
SUBJECT: Post-TERI and Post-Retirement Employment	Effective: 06/05/09
	Established: 7/29/19

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POST-TERI AND POST-RETIREMENT EMPLOYMENT

It is the policy of South Carolina State University that re-employment of University faculty, staff and administrators at the conclusion of participation in the Teacher and Employee Retention Incentive (TERI) Program or following full state government retirement will be in one year appointments. Post-TERI or Post-Retirement employment may be in a Full Time Equivalent (FTE), Temporary (P-13), Temporary Grant (P-14), or Time-limited (P-14) position at the discretion of the University.

Post-TERI or post-retirement employment of University faculty, staff, and administrators is at the discretion of the University and must be approved through administrative channels to the Vice President (or other applicable division head) with final approval by the President (or the Chairman of the Board of Trustees for positions that report to that level). No offer of Post-TERI or Post-Retirement employment shall be considered valid or binding on the University until approved by the President (or the Chairman of the Board of Trustees for positions that report to that level).

- A. Post-TERI or Post-Retirement employment, regardless of the type of position, shall be for no longer than one year per appointment. Employment during each one-year appointment is at-will, and may be terminated at any time, with or without cause, at the discretion of the supervisor. Post-TERI or other state government retirees do not have grievance rights under any University grievance policy or the State Employee Grievance Procedure Act.
- B. Post-TERI or other employees who retired from positions in South Carolina state government and are re-employed in an FTE or any temporary position are required by state law to pay the employee contribution to the respective state retirement system.
- C. Retirees from South Carolina state government who did not participate in the TERI Program must wait 15 consecutive calendar days before returning to state employment that is covered by the respective retirement system. Failure to wait the 15 consecutive calendar days will result in the suspension of retirement payments while the retiree remains employed by the covered employer.

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- D. TERI retirees who have participated in the TERI Program for at least 15 consecutive days meet the qualifications for the 15 consecutive calendar day waiting period; however, a Post-TERI retiree must be off the University payroll for at least one work day prior to re-employment.
- E. One of the following methods will be used to determine the appointment and starting salary of a Post-TERI or Post-Retirement employee returning to employment with the University. There is no right of appeal if employment is not offered to a Post-TERI or retired employee, nor is there any right of appeal if the position and/or salary offered are not accepted.
1. If a Retiree is re-employed into his or her same position without benefit of advertisement, his or her employment will be at-will and may be no longer than one year with the opportunity to be offered subsequent one-year renewals. The re-employment salary will be at the minimum salary commensurate with the minimum training and experience requirements of the position and is subject to Human Resources Regulations related to initial employment or re-employment.
 2. Post-TERI or other employees retired from South Carolina State University may be appointed to a temporary, temporary grant or time-limited position with the University; however, their employment will be at-will and may be no longer than one year with the opportunity to be offered subsequent one-year renewals. The salary will be determined based on the applicable University Policy governing starting salaries for the designated appointment.
 3. When an employee ends the TERI Program, the position will be reviewed, and revised as necessary. If it is determined that the vacancy is to be filled, the position will be posted and advertised consistent with University policy. Post-TERI or other employees retired from South Carolina State University may apply for any advertised vacancy for which they are qualified and will be subject to the same employment procedures as any other applicant. However, if hired, their employment will be at-will and may be no longer than one year with the opportunity to be offered subsequent one-year renewals. There is no entitlement to previously held positions. The salary will be determined based on the applicable University Pay Plan Policy governing new hires.

Any exception to the policy related to the appointment and starting salary of a Post-TERI or Post-Retirement employee will be rare and only for good cause. Any exceptions must be approved by the President upon the recommendation of the Vice President (or applicable division head). Exceptions must be approved by the Chairman of the Board of Trustees for positions that report to that level.

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F. The following represent the procedures for re-employing a Post-TERI or Post-Retirement employee.

1. Appointment to an FTE Position – The department prepares a Personnel Action Request (Form P-4) and follows the procedures outlined in University policy to refill an existing position (except posting the position in the case of a Retiree returning to the position without benefit of advertisement).
2. Appointment to a Temporary Position – The department prepares a Temporary Employee Data Request (Form P-13) and follows the procedures outlined in University policy to establish and fill a temporary (non-student) position.
3. Appointment to a Temporary Grant or Time-Limited Position – The department prepares a Temporary Grant Data Request (Form P-14) and follows the procedures outlined in University policy to fill a temporary grant position.
4. In addition to the employment forms, the re-employed Retiree is required to submit an Application for Employment, an Employment Eligibility Verification (I-9) Form and a signed Post-TERI/Post-Retirement Employment Offer/Acceptance Letter.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.1
SUBJECT: Standard Official Work Schedule for Full-Time Staff Employees in FTE Positions	Effective: 06/05/09
	Revised: 05/29/09

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**STANDARD OFFICIAL WORK SCHEDULE FOR FULL-TIME
STAFF EMPLOYEES IN FTE POSITIONS**

Compensation for State employees is based on 40 hours per week. However, the State Budget and Control Board has authorized agencies to schedule a minimum of 37.5 hours per week for full-time employees in FTE positions. There will be no additional compensation for hours worked between 37.5 and 40 hours. The standard full-time staff employee workweek at South Carolina State University shall be no less than 37.5 hours per week.

Designated areas (e.g., Facilities Management, Campus Police, Food Services) will be assigned special schedules to best meet the needs of the University and will be compensated according to regulations established by the Budget and Control Board in accordance with the Fair Labor Standards Act.

Each supervisor/department head may, with the approval of the Vice President, adjust an employee's work schedule within the same official workweek to meet the needs and service delivery requirements of the University. (This may include requiring employees to work the full 40 hour workweek.) Such an adjustment must allow the employee an amount of time off during the same official workweek so as to avoid working in excess of his or her normal work schedule.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.2
SUBJECT: Official South Carolina State University Workweek	Effective: 01/01/06
	Revised: 12/01/05

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OFFICIAL SOUTH CAROLINA STATE UNIVERSITY WORKWEEK

The Fair Labor Standards Act defines a workweek to be a regularly recurring period of 168 hours in seven consecutive 24-hour periods. The workweek need not coincide with the calendar week. It may begin on any day of the week and at any hour. When a workweek is established for an employee or a group of employees, it remains fixed regardless of hours worked by the employee or employees. The workweek may be changed, but only if the change is intended to be permanent.

The standard workweek for each full-time employee shall be no less than five days or 37.5 hours. For record keeping purposes, the official South Carolina State University workweek begins at 12:01 a.m. each Sunday and ends at 12:00 midnight on Saturday.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.3
SUBJECT: Rest Periods	Effective: 01/01/06
	Revised: 12/01/05

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REST PERIODS

In the interest of employee health and work efficiency, supervisors are allowed to grant employees two rest periods during the workday. These rest periods are to be limited to no more than 15 minutes in the mid-morning and mid-afternoon.

Granting of rest periods shall be at the discretion of the supervisor/department head and must be scheduled so as not to interfere with the operations of the unit.

The time for rest periods shall not be used to allow an employee to come in late, to leave early or to extend the lunch period. An employee who has not been granted, who has elected not to, or due to work requirements, has not been able to take a rest period, may not subtract the time from his or her total scheduled working hours.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.4
SUBJECT: Overtime/Compensatory Time	Effective: 11/7/2014
	Revised: 09/25/2014

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HOURS OF WORK/OVERTIME

Federal Requirements

The Fair Labor Standards Act (FLSA) establishes minimum wage rates, maximum work hours, overtime pay requirements, equal pay standards, and child labor restrictions for employees subject to its provisions.

The Fair Labor Standards Act (FLSA) provides that employees in nonexempt positions be paid overtime at one and one-half (1½) times their hourly rate for any time worked in excess of 40 hours in a workweek.

Policy

It is the policy of South Carolina State University that overtime will be authorized only when it is necessary to meet the required services of a department. When overtime is required and authorized, all nonexempt employees shall be compensated for overtime hours worked in accordance with the provisions of the Fair Labor Standards Act.

Compensatory time off is an acceptable alternative to overtime compensation for nonexempt employees. It is University policy that unless specifically approved by the Vice President of Fiscal Affairs, compensatory time will be granted rather than overtime pay except when granting compensatory time will have a detrimental effect on the department's services.

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Procedures

It is the responsibility of each manager to ensure that nonexempt employees do not work hours in excess of their established work period unless those excess hours are approved as outlined in this policy. All requests for overtime must be submitted in writing and approved in advance by the Vice President (or applicable Division Head) and the Vice President of Fiscal Affairs. The request must clearly delineate the circumstances which require the need for overtime, the dates and times overtime hours will be worked, the FLSA exemption status of the employee and his or her hourly rate of pay.

If a nonexempt employee is approved for overtime pay by the Vice President of Fiscal Affairs, a copy of the approved request must be attached to the Time and Attendance Record ([Form P-42](#)). Requests to use leave for compensatory time must be submitted on the University's Request for Leave ([Form P-1](#)), accompanied by a Compensatory Time Summary Sheet ([Form P-46](#)). Employees are encouraged to use accrued compensatory time prior to using other types of accrued leave.

Exempt/Nonexempt Status Under the Fair Labor Standards Act

Employees are considered "Exempt" if their job duties, or their salary, meet certain thresholds within the FLSA. These exempt employees are not subject to the FLSA minimum wage, overtime, or record keeping requirements. As such, exempt employees are expected to work as many hours as required to perform the duties of the position. The exempt status of an employee in a bona fide executive, administrative, professional, or computer employee position shall be determined by the University's Office of Human Resources Management.

Non-exempt employees are covered by, or subject to, the minimum wage, overtime, and recordkeeping requirements of the FLSA. All employees who are not considered exempt from the FLSA will be considered non-exempt.

Overtime/Compensatory Time

Overtime is all hours worked in excess of 40 in a seven (7) consecutive day work period. A non-exempt employee shall be paid no less than one and one-half (1 1/2) times his/her regular rate of pay for all hours worked over 40 in a workweek or granted compensatory time at a rate of one and one-half (1 1/2) hours for each hour of overtime worked. Non-exempt employees, who have a scheduled workweek of 37.5 hours, shall not receive additional compensation nor compensatory time for hours worked between 37.5 and 40.0 hours per workweek.

The requirements that overtime pay must be paid or compensatory time granted to nonexempt employees after 40 hours of work in a workweek shall not be waived by agreement between the supervisor and the employee.

Compensatory time may be accumulated up to 240 hours of compensatory time. For overtime worked for an employee with an accumulation of 240 hours of compensatory time, the overtime must be paid in the employee's next regular paycheck. Supervisors and department heads are responsible for monitoring the compensatory accrual limit and ensuring that employees do not accumulate in excess of the maximum allowable.

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Overtime Usage

The use of overtime should be an exception to the regular work schedule in any unit. An employee should only be required to work overtime on an occasional basis to meet a sudden increase in the workload, to overcome productive time lost due to some mechanical failure, or to meet the demands of a crisis situation.

When any unit and/or individual is found to be consistently charging overtime, the functions of that unit and/or individual should be reviewed by appropriate management. Every attempt should be made to avoid the repetitive and chronic use of overtime.

It shall be the responsibility of each manager to determine that the provisions of this policy are administered in the best interest of the University. Although each manager is responsible for the requesting of overtime, it is equally important to control unauthorized overtime. Unauthorized work shall be counted as hours worked if the responsible manager could have stopped it but did not, or if he/she knows or has reason to know of this practice. Failure to stop such unauthorized work, failure to change the practice of working unauthorized overtime, or requiring employees to work overtime without properly reporting such overtime worked, may result in disciplinary action against responsible supervisors.

Hours Worked

Hours worked include all time that the employee is required to be on duty or at the prescribed workplace and all time during which the employee is permitted to work. The hours worked include any bona fide work which the employee performs on or away from the premises if the supervisor knows or has reason to believe that the work is being performed. Time spent in leave status is not considered hours worked.

Under warranted circumstances, a nonexempt employee may be allowed to work in excess of the normal workday and may be given time off during the same workweek at the rate of an hour for an hour to avoid working over 40 hours in a workweek. This adjustment is not allowed for hours worked between 37.5 and 40.0 hours during any workweek. This type of work rescheduling precludes working over 40.0 hours in a workweek and eliminates the need for overtime payment.

General Provisions on Hours Worked

On-call time is not regarded as work time unless an employee is required to remain at the employer's premise or prescribed work place or is so restricted that the employee cannot use the time effectively for his or her own purposes. If the employee is not confined to his or her home or any particular place but only required to leave word where he or she can be reached, then the hours are not considered working hours.

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A bona fide meal period of thirty (30) minutes or more which occurs during the scheduled workday is not hours worked if the employee is completely relieved from duty for the purpose of eating a meal. For this University, the meal period (around midday) is one (1) hour each workday.

Breaks of short duration must be counted as hours worked. One morning and one afternoon break of no more than fifteen (15) minutes each is permitted. Breaks are suggested in the interest of employee health and work efficiency; breaks are a privilege and not a right. Breaks shall not be used to allow an employee to come in late, to leave early, or to extend the lunch period.

Travel time for nonexempt employees may be hours worked under some conditions. Ordinary home-to-work travel or work-to-home travel is not working time. All time spent traveling on one-day assignments is considered time worked regardless of time of day or day of the week.

Travel away from home involving an overnight stay for nonexempt employees is considered time worked when it occurs during the employee's normal working hours. This provision is applicable not only on regular working days, but also during the corresponding hours of non-working days.

When a non-exempt employee by reason of official responsibilities is required to attend lectures, meetings, training programs, etc., such time shall be considered work time.

Time off for holidays, paid leave, and compensatory time are not counted as hours worked when calculating overtime.

University's Workweek

The normal workweek for South Carolina State University shall be 37.5 hours. However, no employees shall receive additional compensation or compensatory time for hours worked between 37.5 and 40.0 hours per workweek. For record keeping purposes, the workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. Any employee may be required to work up to forty (40) hours per workweek without additional compensation.

Compensation

The regular rate of pay includes all remuneration for employment paid to an employee to include base pay, longevity increases, and shift differentials. Compensation of all employees is based on forty (40) hours per week or 2080 hours per year. Non-exempt employees must not be paid less than minimum wage.

Impact of Status Change

If a non-exempt employee accepts a position that is considered exempt either within the employee's own agency or with a separate state agency, compensatory time must be paid prior to the employee starting in the exempt position.

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If a non-exempt employee separates from employment or moves to another state agency, any accrued compensatory time must be paid. Compensatory time must be paid at a rate of compensation not less than either the average regular rate received by the employee during the last three years of employment or the final regular rate received by the employee, whichever is higher.

Holidays

An employee who is required to work on a legal holiday shall be given compensatory holiday leave credits in accordance with Section 19-708.04 of the State Human Resources Regulations; however, time worked on a legal holiday shall be used in computing total hours worked. Holiday compensatory time will be paid to the employee, if after 90 days of the holiday the employee has not taken the holiday compensatory time. All non-exempt employees will be paid for unused holiday compensatory time upon separation of employment or upon an employee starting in an exempt position.

Exempt Employees and Compensatory Time

Exempt employees must not be paid for overtime. However, they may receive compensatory time off for hours worked, for time spent traveling, or for attendance at lectures, meeting, training programs, etc., in excess of the normal workweek (40 hours per week). (NOTE: If granted, the compensatory time must not be at a rate greater than one (1) hour of compensatory time for each hour worked in excess of 40.0 in the official workweek and may be at a lesser rate.)

Temporary Employees

The hourly rate is the “regular rate” for temporary employees. This rate is calculated by dividing the annual salary by 2080 hours. Temporary non -exempt employees shall be compensated for all hours worked. Temporary exempt employees shall be paid a salary regardless of hours worked.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.5
SUBJECT: Flexible Work Schedules	Effective: 02/01/07
	Revised: 01/15/07

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FLEXIBLE WORK SCHEDULES

South Carolina State University supports the use of and recommends, wherever possible, adopting flexible work schedules for its employees. The potential benefits include:

- A. Providing departments with additional flexibility to effectively address the current and future human resource needs of the University's changing workforce.
- B. Facilitating compliance with the Americans with Disabilities Act which requires flexibility in scheduling the employment of the disabled.
- C. Allowing extended customer service hours.
- D. Improving employee morale and subsequently improving both recruitment and retention of employees.
- E. Increasing productivity.
- F. Reducing tardiness and absenteeism.
- G. Providing flexibility for child care and elder care concerns.
- H. Providing employees who wish to upgrade their skills or switch careers by returning to school the opportunity to take classes.
- I. Accommodating leisure-time activities of employees.

Flex-time allows an employee to work a five-day work schedule with flexibility to work a different schedule other than the normal office hours (8:30 a.m. to 5:00 p.m., Monday through Friday).

Compressed workweek allows employees to work extended daily hours in order to take a portion of a day or a full day off during the work period.

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Telecommuting allows an employee to perform his or her usual job duties away from the central workplace in accordance with a defined work agreement. While periodic, intermittent, temporary or emergency telecommuting may be approved under the guidelines listed below, regular recurring telecommuting shall be limited to select situations determined to be in the best interest of the University. Regular recurring telecommuting requires a formal written agreement which details the conditions under which the employee will work (supervisors must contact the Human Resources Director for details to be included in the agreement). No regular recurring telecommuting agreement may be entered into without the approval of the President. Any such agreement will not be considered valid nor binding on the University.

Following are general guidelines for flexible work schedules. Department heads have the authority to establish guidelines which are more restrictive in order to meet the needs and service delivery requirements of their departments.

- A. The standard full-time employee workweek shall be no less than 37.5 hours. The normal office hours for South Carolina State University are 8:30 a.m. to 5:00 p.m., Monday through Friday.
- B. Individual work schedules must meet departmental operating and service needs. Specifically, flex-time and compressed workweek schedules shall not be administered in a way that reduces the total number of hours a day the University normally is open to serve the public. However, supervisors are encouraged to use scheduling options to assist employees.
- C. All work schedules must be in writing on the South Carolina State University Work Schedule Agreement ([Form P-41](#)) and approved through administrative channels to the Vice President (or applicable Division Head) for final approval by the President.
- D. The full-time employee shall work no less than 37.5 hours per workweek. Departments must ensure office coverage during the normal office hours of 8:30 a.m. to 5:00 p.m. No single workday may be more than 10 hours. Employees should leave their work site for a meal break whenever possible. Lunch must be scheduled for at least 30 consecutive minutes and should be scheduled near the middle of the work shift.
- E. A flexible work schedule should be maintained for an extended period of time and should not vary from week to week. However, it is understood that supervisors and employees can make any temporary adjustment to an individual's schedule that fits with the University guidelines and meets their program needs.
- F. All work schedule requirements should be communicated as a condition of employment prior to an offer and acceptance of employment. Within the limits imposed by a department's program/service needs, and with supervisory and department head approval, an employee may request either a flex-time schedule or compressed workweek. Every department should ensure that all employees be given an opportunity to request alternate scheduling prior to the development of departmental schedules. The following factors should be considered in approving flexible work schedules:

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1. unit operational/program needs;
 2. availability of adequate supervision;
 3. accessibility to business contacts and to the public served; and
 4. effective cross-training so that employees can respond to daily inquiries in their area when a person is away from the job, etc.
- G. Supervisors are encouraged to approve flexible work hours as long as it meets departmental operating needs and is not detrimental to the work unit. If the supervisor cannot approve, has to cancel, or adjust the use of flexible work hours, it should be clearly communicated to the employee.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.6
SUBJECT: On Call and Call Back Pay	Effective: 01/01/06
	Revised: 12/01/05

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ON CALL AND CALL BACK PAY

On Call

The Fair Labor Standards Act considers compensable working time as all time that an employee is required to remain “on call” on the employer’s premises or so close to a telephone that the employee cannot use the time for his or her own purposes. An employee who is merely required to leave work where he or she can be reached is not considered to be “on call”, and such time is not compensable. Likewise, the assignment of a beeper to a University employee does not meet the definition of “on call” for purposes of compensation. Final authorization of payment to an employee for “on call” status may be made only with prior, specific approval by the South Carolina State University administrative channel, Office of Human Resource Management and the Budget and Control Board Office of Human Resources.

Call Back

“Call back” is defined as a call by the employing department for an employee to report to work either before or after normal duty hours to perform emergency services. Each department shall determine which classification of employees shall be subject to “call back.” Nonexempt employees shall be compensated for hours worked as a result of a “call back” at their regular hourly rate plus any shift premium for which they might be eligible, and such time shall be counted in computing any overtime that may be due. In the event it becomes necessary for an employee to be called back for emergency services and the services rendered requires less than two hours on the job, or in the event no work is available when the employee reports, a minimum of two hours work time shall be credited. An employee shall not be credited with nor paid for “call back” time if:

1. The recall to work (“call back”) has been canceled and the employee received notice not to report to work, or
2. The employee refuses alternate work that is offered upon reporting to work.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.7
SUBJECT: Minimum Age Provisions	Effective: 01/01/06
	Revised: 12/01/05

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MINIMUM AGE PROVISIONS

The Fair Labor Standards Act (FLSA) protects young workers from employment that might interfere with their educational opportunities or endanger their health or well being.

Generally, 18 years is the minimum age for employment at South Carolina State University. Youths, ages 16 and 17, may be employed under special circumstances in jobs not declared hazardous by the United States Secretary of Labor. The Office of Human Resource Management must be consulted prior to any offer of employment to persons under the age of 18.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.8
SUBJECT: FLSA Exemptions (Executive, Administrative and Professional Employees)	Effective: 01/01/06
	Revised: 12/01/05

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FLSA EXEMPTIONS (EXECUTIVE, ADMINISTRATIVE AND PROFESSIONAL EMPLOYEES)

The exempt and nonexempt status of any particular employee or position must be determined on the basis of whether the employee's actual duties, responsibilities and salary meet all the FLSA requirements for exemption. South Carolina State University's Office of Human Resource Management (OHRM) is charged with the responsibility of determining the exempt or nonexempt status of positions/employees. Should there be any questions concerning the exempt or nonexempt status of any employee's position, please call OHRM.

Section 13(a)(1) of the Act exempts from the minimum wage and overtime provisions any employee employed in a bona fide executive, administrative, or professional capacity. FLSA regulations do not permit exempt employees to be paid on an hourly basis. All exempt employees must be compensated on a salaried basis.

EXECUTIVE EXEMPTION

The "Executive Duties" test has four requirements:

1. The employee must be compensated on a salary basis at a rate not less than \$455 per week;
2. Managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
3. Customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
4. Having authority to hire or fire (or such recommendations as to the hiring, firing, advancement, promotion, or any change of status of other employees are given particular weight).

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ADMINISTRATIVE EXEMPTION

The “Administrative Duties” test has three requirements:

1. The employee must be compensated on a salary basis at a rate not less than \$455 per week;
2. Primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer’s customers; and
3. Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

PROFESSIONAL EXEMPTION

The **Learned Professional Exemption** has four requirements:

1. The employee must be compensated on a salary or fee basis at a rate not less than \$455 per week;
2. Primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominately intellectual in character in which includes work requiring the consistent exercise of discretion and judgment;
3. Advanced knowledge must be in a field of science or learning; and
4. Advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

The **Creative Professional Exemption** has two requirements:

1. The employee must be compensated on a salary or fee basis at a rate not less than \$455 per week; and
2. The employee’s primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

The exemptions do not apply to police officers, detectives, deputy sheriffs, state troopers, highway patrol officers, investigators, inspectors, correctional officers, parole or probation officers, park rangers, fire fighters, paramedics, emergency medical technicians, ambulance personnel, rescue workers, hazardous materials workers and similar employees, regardless of rank or pay level, who perform work such as preventing, controlling or extinguishing fires of any type; rescuing fire, crime or accident victims; preventing or detecting crimes; conducting investigations or inspections for violations of law; performing surveillance; pursuing, restraining and apprehending suspects; detaining or supervising suspected and convicted criminals, including those on probation or parole; interviewing witnesses; interrogating and fingerprinting suspects; preparing investigative reports; or other similar work.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.9
SUBJECT: Records Required	Effective: 01/01/06
	Revised: 12/01/05

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RECORDS REQUIRED

South Carolina State University is responsible for maintaining certain kinds of information and data on all of its employees. Records of hours worked, all leave taken, and wages paid are required to be kept for all nonexempt employees who are subject to the minimum wage and/or overtime pay requirements of the Fair Labor Standards Act. Records must also be kept on persons employed in a bona fide executive, administrative or professional capacity.

In order to accommodate these record-keeping requirements, the following information shall be maintained:

1. Name
2. Social Security Number
3. Home address, zip code, etc.
4. Date of birth
5. Sex of employee
6. Occupation in which employed
7. Department in which employed
8. Total hours scheduled to work each week
9. Regular rate of compensation and basis for payment (salaried or hourly)

The official South Carolina State University payroll records include:

1. Total (gross) earnings paid each pay period, and net earnings after deductions
2. Itemized deductions from gross earnings
3. Closing date of pay period covered by payment
4. Date of payment of earnings

In each department, the remaining items are required by law to be kept on nonexempt employees:

1. Hours worked each workday and total hours worked each workweek (using time card or time sheet). Compensable time worked in excess of 40 hours a week must be approved in advance by the Vice President (or applicable Division Head) and the Vice President of Finance.

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2. Hours in which the employee did not work, but for which he or she was paid at regular rate, while on annual leave, sick leave, or a holiday.
3. Value of any meals furnished to the employee and/or value of any housing provided.
4. Total weekly regular (straight-time) earnings.
5. Total excess compensation for overtime, if any, during each workweek.

Departmental payroll records will be preserved permanently. The basic time records (time sheet or time cards), individual earnings, work schedules, wage rate tables, and supplementary basic records must be preserved at least three calendar years.

Care should be taken to ensure that time sheets reflect actual hours worked, not just hours scheduled. Record each daily total to the nearest quarter hour. If a correction is required on a time sheet, line through error, make correction, and initial. Use of correction fluid is not acceptable.

Falsification of attendance or leave records shall be cause for disciplinary action up to and including termination.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: B.1
SUBJECT: Classification and Compensation: Classification Plan	Effective: 06/05/09
	Revised: 05/29/09

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CLASSIFICATION AND COMPENSATION: CLASSIFICATION PLAN

Administration of the Plan

South Carolina State University's Office of Human Resource Management (OHRM) is the official liaison with the Budget and Control Board Office of Human Resources in the administration of the uniform Classification Plan.

- A. The responsibility for administration of the Classification Plan rests with OHRM within the limits of the policies and procedures established by the Budget and Control Board Office of Human Resources.
- B. The State Human Resources Director of the Budget and Control Board Office of Human Resources shall be responsible for the overall coordination, review and control of the Classification Plan and its administration.
- C. The following actions shall be approved by the Budget and Control Board Office of Human Resources or OHRM prior to any action being taken to fill or alter a position, or effect other personnel changes:
 - 1. The initial classification of all positions.
 - 2. The reclassification of all positions.
 - 3. The creation of new classes and the revision or abolishment of existing classes.
 - 4. The Budget and Control Board Office of Human Resources shall be responsible for conducting periodic studies to ensure that the Classification Plan is current and uniform.
 - 5. The Budget and Control Board Office of Human Resources or OHRM shall require the submission of position descriptions, organizational charts or other related information and shall require the audit of any position as necessary for maintenance of the Classification Plan.

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Position Descriptions

(At South Carolina State University, the Position Description and EPMS form have been combined into one document.)

- A. The position description shall serve as a record of the official assignments of the position to be used in the comparison of positions to ensure uniformity of classification, for the establishment and revision of classes, and as a basis for other personnel matters.
- B. The position description shall include an accurate description of assigned duties and responsibilities and other pertinent information concerning a position. In contrast to general definitions of the level of work and responsibilities, the position description shall include specific duties and responsibilities assigned to a position by appropriate authority, the percentage of time normally devoted to each duty and the designation of essential and marginal functions.
- C. All position descriptions shall be maintained by OHRM (and the Budget and Control Board Office of Human Resources as necessary) on a current basis. Position descriptions shall be reviewed by the supervisor with the employee upon conducting performance appraisals to assure their accuracy.
- D. When a position is moved from one organizational unit to a different organizational unit, a new position description shall be completed and promptly filed with OHRM who shall determine the proper classification of the position based on the assigned duties and responsibilities of the position in the new work location or forward it to the Budget and Control Board Office of Human Resources for proper classification.
- E. When duties change, revised position descriptions shall be forwarded promptly to OHRM for review.

Reclassification of Positions

- A. An established position may be reclassified from one class to a different class as a result of a natural or an organizational change in the duties and responsibilities of the position.
- B. Reclassifications do not apply to and cannot be effected for situations involving the assignment of new duties and responsibilities that have the effect of creating a new position.
- C. The Budget and Control Board Office of Human Resources or OHRM shall approve all reclassifications.

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Internal Titles and Career Paths

- A. Each position at South Carolina State University is assigned a classified or unclassified state title. In addition, titles which more specifically represent the functions of the University and the responsibilities of a position may be assigned internally to the position.
- B. Internal titles should be used to help distinguish between jobs within a pay band, reflect the essential nature of work performed, or define positions at varying levels in a particular occupational area.
- C. To ensure consistency within the University, with other State agencies and with external job markets, the use of internal titles must be approved by OHRM with final authorization by the President. Those titles which have been approved by OHRM and authorized by the President will be recognized as “official” University titles and recorded on the State Human Resources Information System.
- D. OHRM will work with the various departments and offices to identify and define internal titles and occupational career paths.

Minimum Qualifications

- A. OHRM is responsible for determining if candidates for classified positions at the University meet minimum qualification requirements.
- B. Candidates for employment must meet the State minimum requirements for the class as defined on the State class specification. However, because class specifications are so general, positions within the same classification may have different training and experience requirements as well as different knowledge, skills and abilities requirements. Positions requiring either training or experience above the State minimum or additional knowledge, skills and abilities, must be clearly identified and documented by means of the position description.
- C. Once position descriptions have been approved with the additional qualifications determined to be necessary to perform the duties of the position, candidates will be required to meet those qualifications prior to being appointed to the position.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: B.2
SUBJECT: Classification and Compensation: Pay Plan	Effective: 06/05/09
	Revised: 05/29/09

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CLASSIFICATION AND COMPENSATION: PAY PLAN

Administration of the Plan

South Carolina State University's Office of Human Resource Management (OHRM) is the official liaison with the Budget and Control Board Office of Human Resources in the administration of the uniform Pay Plan.

- A. The responsibility for administration of the Pay Plan rests with OHRM within the limits of the policies and procedures established by the Budget and Control Board's Office of Human Resources.
- B. The State Human Resources Director of the Budget and Control Board Office of Human Resources shall be responsible for the overall coordination, review and control of the Pay Plan and its administration.
- C. All classified employees will be compensated within the 10-band official Pay Schedule of the State Pay Plan. An employee shall not be paid in excess of the pay range for a class, unless such payments are authorized under this policy.

Employment/Salary Offer

No offer of employment and/or salary shall be extended without the prior approval of the Human Resources Director, the Budget Office and the President, regardless of position category. Any such offer made without proper approvals will not be considered valid nor binding on the University.

Hiring at the Minimum

An employee must be paid at least the minimum of the pay band for the class to which hired.

Procedures for Hiring at the Minimum

- A. The hiring supervisor, in consultation with OHRM, verifies that the applicant meets the minimum training and experience requirements established for the position to which being appointed.

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- B. The hiring supervisor submits a request to hire the applicant through appropriate administrative channels via the [University's Online Employment System](#).
- C. OHRM forwards an offer of employment letter to the candidate for acceptance or rejection. As applicable, a contract is forwarded to the candidate.

Hiring Above the Minimum

An individual who is exceptionally qualified (has training and/or experience which significantly exceeds the minimum training and experience established for the position) may be hired at a starting salary above the minimum of the pay band.

Procedures for Hiring Above the Minimum

- A. Prior to making a salary offer, the hiring supervisor determines the appropriateness of the salary being requested based on the following:
 - 1. The applicant's education, training or experience which exceeds the minimum requirements for the position.
 - 2. The employment characteristics of the position to include:
 - a) Recruiting difficulties associated with filling the position.
 - b) Specialized/technical or unique nature of the position.
 - c) Identified differences in market or occupational rates of pay.
 - 3. The salaries of current employees in similar positions for equity considerations.
- B. The hiring supervisor submits a request to hire the applicant through appropriate administrative channels via the [University's Online Employment System](#). The justification must clearly state the rationale for requesting a salary above the minimum of the pay band. The rationale should include the information outlined in item "A" of the Procedures for Hiring Above the Minimum as well as any other applicable information.
- C. Requests for salaries above the midpoint of the pay band will be forwarded to the Budget and Control Board Office of Human Resources for approval.
- D. OHRM forwards an offer of employment letter to the candidate for acceptance or rejection. As applicable, a contract may be forwarded to the candidate.

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Reclassification/Promotion Increase

When an employee's position is reclassified to a class having a higher pay band or when an employee is promoted, he or she may be eligible to receive a salary increase. Upon reclassification or promotion, the employee's salary may be increased by up to 15% of base salary, provided the increase does not place his or her salary above the maximum rate of the new pay range. The employee's salary must be increased to at least the minimum rate of the new pay band.

Procedures for Awarding a Reclassification/Promotion Increase

- A. After an employee's position has been approved for reclassification or after an employee is selected for a position in a higher pay band (promoted), the supervisor completes a Personnel Action Request ([Form P-4](#)). If the promotion is the result of the employee being selected for a posted position, the University's online employment system candidate selection process shall be used.
- B. If an exceptional reclassification or promotion increase is being requested, the justification must indicate detailed rationale for requesting the increase. Rationale such as the following may be presented as justification:
 - 1. Recognition of an employee's exceptional training and experience which directly relate to the duties and responsibilities of the job.
 - 2. Maintenance of salary equity among employees occupying equivalent positions within the class.
 - 3. Recognition of a substantial increase in duties and responsibilities.
- C. The supervisor submits [Form P-4](#), through appropriate administrative channels, to the Vice President (or applicable Division Head) for approval. By approving the salary requested, the Vice President certifies that sufficient funds are available in the department's budget to support the increase.
- D. After obtaining approval from the President, the Vice President submits the signed [Form P-4](#) to the Budget Office for final budgetary approval. After approval, the Budget Office forwards the [Form P-4](#) to OHRM for review, approval and processing. Requests for exceptional salary increases (more than 15%) will be forwarded to the Budget and Control Board Office of Human Resources for approval.

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Additional Job Duties/Responsibilities Increase

An employee who has been assigned additional job duties and/or broader responsibilities, either within his or her current position or as a reassignment to another position at the University may be eligible for a salary increase.

- A. The employee's salary may be increased by up to 15% for the recognition of the additional (higher level) duties and/or broader responsibilities provided such increase does not place the employee's salary above the maximum rate of the pay band.
- B. If all, or a portion of the additional (higher level) duties and/or broader responsibilities are removed from the employee's position within six months of the date that the salary increase was awarded, his or her salary may be proportionately reduced (see "Salary Decrease for Removal of Additional Job Duties/Responsibilities" section of this policy).

Procedures for Awarding an Additional Job Duties/Responsibilities Increase

An employee's supervisor may submit a salary increase request for assuming additional (higher level) duties and/or broader responsibilities which have the effect of resulting in a higher level position within the pay band.

- A. The supervisor must complete a Personnel Action Request ([Form P-4](#)), detailing the justification for the increase requested as well as an updated position description. Increases in volume of work may not be sufficient justification for an Additional Duties/Responsibilities Increase.
- B. The updated position description and completed [Form P-4](#) must be forwarded through the appropriate administrative channels and approved by the Vice President (or applicable Division Head). By approving the request, the Vice President certifies that sufficient funds are available in the department's budget to support the increase.
- C. After obtaining approval from the President, the Vice President forwards the updated position description and completed [Form P-4](#) to the Budget Office for final budgetary approval. After approval, the Budget Office forwards the [Form P-4](#) to OHRM for review, approval and processing. Requests for exceptional salary increases (more than 15%) will be forwarded to the Budget and Control Board Office of Human Resources for approval.

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Additional Skills/Knowledge Increase

An increase may be granted when an employee gains additional skills or knowledge directly related to his or her job that enhances the employee's job proficiency. The employee's salary may be increased by up to 15% for the recognition of the additional skills or knowledge provided such increase does not place the employee's salary above the maximum rate of the pay band.

Procedures for Awarding an Additional Job Duties/Responsibilities Increase

An employee's supervisor may submit a salary increase request to recognize the attainment of additional skills or knowledge directly related to his or her job that enhances the employee's job proficiency

- A. The supervisor must complete a Personnel Action Request ([Form P-4](#)), detailing the justification for the increase requested which clearly describes the specific skill or knowledge being rewarded, as well as the way in which the additional skill or knowledge is applicable to the employee's job and how the job is enhanced by it. Additionally, copies of any certification of courses taken, degrees awarded, etc. must be attached to [Form P-4](#).
- B. The completed [Form P-4](#) and supporting documentation must be forwarded through the appropriate administrative channels and approved by the Vice President (or applicable Division Head). By approving the request, the Vice President certifies that sufficient funds are available in the department's budget to support the increase.
- C. After obtaining approval from the President, the Vice President forwards the updated position description and completed [Form P-4](#) to the Budget Office for final budgetary approval. After approval, the Budget Office forwards the [Form P-4](#) to OHRM for review, approval and processing. Requests for exceptional salary increases (more than 15%) will be forwarded to the Budget and Control Board Office of Human Resources for approval.

Retention Increase

A retention increase may be granted when an employee has a bona fide job offer from another employer, either within or outside of State government, and the University desires to retain the services of the employee in his or her current position.

- A. The employee's salary may be increased by up to 15% for the purpose of retention, provided such increase does not place the employee's salary above the maximum of the pay band.
- B. An employee shall receive no more than one retention increase in a one-year period.

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Procedures for Awarding a Retention Increase

An employee's supervisor may submit a salary increase request for the purpose of retaining that employee upon the employee's presentation of a bona fide job offer from another employer.

- A. The supervisor must complete a Personnel Action Request ([Form P-4](#)), detailing the justification for the increase requested as well as a copy of the bona fide job offer. The justification must include relevant information as to what effect the loss of this employee would have on the department and/or the University as a whole.
- B. The completed [Form P-4](#) and supporting documentation must be forwarded through the appropriate administrative channels and approved by the Vice President (or applicable Division Head). By approving the request, the Vice President certifies that sufficient funds are available in the department's budget to support the increase.
- C. After obtaining approval from the President, the Vice President forwards the completed [Form P-4](#) and supporting documentation to the Budget Office for final budgetary approval. After approval, the Budget Office forwards the [Form P-4](#) to OHRM for review, approval and processing. Requests for exceptional salary increases (more than 15%) will be forwarded to the Budget and Control Board Office of Human Resources for approval.

Temporary Salary Increase

Employees who, for a limited period of time, are assigned duties of a higher level vacant position, assigned to a temporary project which requires the performance of higher level duties or assigned the duties of another position during an incumbent's extended absence while performing his or her own duties, may be awarded a temporary salary increase. Temporary salary increases of up to 15% of the employee's base salary may be granted for a period not to exceed one year. The temporary salary adjustment will be removed at the end of the one-year period or when the circumstances that warranted such an increase are no longer applicable, whichever occurs first. Upon termination of the temporary salary adjustment the employee's salary will revert to its original level.

Procedures for Awarding a Temporary Salary Increase

- A. When an employee is assigned duties under the circumstances for which a temporary salary increase is granted, the employee's supervisor may request that such an increase be awarded.
- B. The supervisor must complete a Personnel Action Request ([Form P-4](#)) detailing the circumstances requiring the temporary assignment of duties and the rationale for the increase requested. In instances in which the employee will be performing the duties of another position, the title of that position must be noted on [Form P-4](#).

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- C. The supervisor submits [Form P-4](#), through appropriate administrative channels, to the Vice President (or applicable Division Head) for approval. By approving the requested increase, the Vice President certifies that sufficient funds are available in the department's budget to support the increase for the duration of the temporary assignment.
- D. After obtaining approval from the President, the Vice President forwards the completed [Form P-4](#) and supporting documentation to the Budget Office for final budgetary approval. After approval, the Budget Office forwards the [Form P-4](#) to OHRM for review, approval and processing. Requests for exceptional temporary salary increases (more than 15%) will be forwarded to the Budget and Control Board Office of Human Resources for approval.

Transfer Increase

An increase may be granted to an employee of another state agency who accepts a position with South Carolina State University which is in the same class and/or pay band as his or her current position. The salary of the transferring employee may be increased by up to 15% provided such increase does not place the employee's salary above the maximum rate of the pay band. No salary increase may be granted to an employee who is transferring into a lower level position.

Procedures for Awarding a Transfer Increase

- A. Prior to making a salary offer, the hiring supervisor submits a request to hire the applicant through appropriate administrative channels via the [University's Online Employment System](#). The justification must clearly detail the rationale for requesting a salary increase for an employee who is transferring to a position within the same pay band as his or her current position. This should include mention of any recruiting difficulties and/or potential cost savings overall.
- B. As part of the approval process OHRM will:
 - 1. Verify the employee's classification and salary with the Budget and Control Board Office of Human Resources.
 - 2. Review the requested salary's impact on equity when compared to the salaries of current University employees in similar positions.

Salary Decrease for Removal of Additional Job Duties/Responsibilities

The salary of an employee who was awarded an Additional Job Duties/Responsibilities Increase upon the assignment of additional (higher level) job duties and/or broader responsibilities may be reduced if the job duties and/or responsibilities are removed within six months of the date that the salary increase was awarded (or prior to the end of the trial period).

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Should all of the additional duties and/or responsibilities be removed, the employee's salary must be reduced by the entire amount of the Additional Job Duties/Responsibilities Increase that was awarded. However, if a portion of the additional job duties and/or responsibilities remains assigned to the employee, he or she may be eligible to keep a proportionate share of the increase that was originally awarded.

Procedures for Effecting a Salary Decrease for Removal of Additional Job Duties/Responsibilities

- A. Prior to any action being taken to effect a salary decrease for Removal of Additional Job Duties/Responsibilities, the employee's supervisor must consult with the Human Resources Director.
- B. After consultation with the Human Resources Director, the supervisor completes a Personnel Action Request ([Form P-4](#)), detailing the rationale for the decrease requested and the specific job duties and/or responsibilities which were removed. Additionally, the supervisor must submit an updated position description.
- C. The supervisor submits [Form P-4](#) and the updated position description, through appropriate administrative channels, to the Vice President (or applicable Division Head) for approval.
- D. The Vice President forwards the signed request for salary decrease ([Form P-4](#)) and updated position description to OHRM for approval and processing.

Voluntary Salary Decrease

An employee who voluntarily accepts lower level responsibilities as follows may, at the discretion of the Vice President (or applicable Division Head), be paid at a salary equal to or below the current salary (for demotion or downward reclassification the salary must be within the lower pay band). The employee must sign a written statement indicating agreement to the salary decrease.

- A. Assignment of lower-level responsibilities in his or her current position.
- B. Assignment to another position in the current pay band with lower level responsibilities than his or her current position.
- C. Reclassification of his or her position to a class with a lower pay band.
- D. Demotion to a position in a lower pay band.

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Procedures for Effecting a Voluntary Salary Decrease

- A. Prior to any action being taken to effect a Voluntary Salary Decrease, the employee's supervisor must consult with the Human Resources Director.
- B. After consultation with the Human Resources Director, the supervisor, the Vice President and the employee negotiate a salary to be paid to the employee in the lower level assignment.
- C. Upon accepting the new assignment and lower salary, the employee signs a letter of agreement to a Voluntary Salary Decrease.
- D. The supervisor submits a Personnel Action Request ([Form P-4](#)) and the signed Voluntary Salary Decrease letter of agreement, through appropriate administrative channels, to the Vice President for approval.
- E. The Vice President forwards [Form P-4](#) and the Voluntary Salary Decrease letter of agreement to OHRM for review and processing.

Other Salary Decreases

Requests for a decrease in an employee's salary for disciplinary reasons, poor performance or as a result of an involuntary assignment of lower level responsibilities, demotion or downward reclassification must be discussed with the Vice President (or applicable Division Head) and the Human Resources Director prior to any action being initiated by the supervisor.

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**STATE OF SOUTH CAROLINA
PAY BANDS**

PAY BAND	MINIMUM	MIDPOINT	MAXIMUM
01	\$ 15,080	\$ 20,313	\$ 25,546
02	\$ 16,806	\$ 23,950	\$ 31,095
03	\$ 20,450	\$ 29,145	\$ 37,840
04	\$ 24,881	\$ 35,457	\$ 46,033
05	\$ 30,274	\$ 43,144	\$ 56,015
06	\$ 36,840	\$ 52,500	\$ 68,160
07	\$ 44,825	\$ 63,877	\$ 82,930
08	\$ 54,540	\$ 77,723	\$100,907
09	\$ 66,360	\$ 94,567	\$122,775
10	\$ 80,743	\$115,063	\$149,383

Effective July 24, 2009

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: C
SUBJECT: Temporary Classification Plan	Effective: 06/05/09
	Revised: 05/29/09

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TEMPORARY CLASSIFICATION PLAN

Purpose and Scope

This policy sets forth the procedures for the establishment, maintenance and administration of a non-permanent, non-faculty classification plan. For a position to be categorized as temporary, it must not exist for a period to exceed 12 months.

Administration of the Plan

- A. To ensure that temporary position classifications are comparable to those in the permanent classified service, the Office of Human Resource Management (OHRM) shall approve all temporary position classifications.
- B. Employees appointed to temporary positions may be paid at a level higher than minimum range if the applicant possesses training and experience beyond the minimum experience required for the position. The department must obtain approval from OHRM prior to the employee's effective date of employment.
- C. A temporary employee may be hired through established procedures into a permanent position. The employee's salary must be renegotiated with OHRM and/or the Budget and Control Board Office of Human Resources as any newly hired employee in a permanent position (see Section II, Subject B.2, "Classification and Compensation: Pay Plan").
- D. All applicants appointed to temporary positions must have a current application on file with OHRM.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: E
SUBJECT: Summer Compensation for Academic Personnel	Effective: 06/05/09
	Revised: 05/29/09

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SUMMER COMPENSATION FOR ACADEMIC PERSONNEL

Policy

South Carolina State University is required to adhere to these policies when employing faculty members during the summer and outside of their base period of employment. Such employment is not considered Dual Employment, which covers additional compensation earned during the employee's base period of employment. Therefore, summer employment may occur over any specified period of time between May and September of a calendar year.

Definitions

Base Period – the period of time that defines the regular annual schedule of employment (a semester, an academic year, or 10 months to 12 months).

Base Pay - the compensation allowed for full-time employment during a base period.

Regular Summer School Teaching

The rate of pay for regular summer school teaching shall be comparable to the faculty member's rate of pay for the immediately preceding academic year and may not exceed 40% of the employee's annualized salary.

Sponsored Research, and Other Duties Not Related to a Regular Summer Session

Compensation for sponsored research and/or other activities performed during the summer months (between academic years) which is not related to a regular summer session for academic personnel, shall be at the same rate of pay as for his or her base period for the immediately preceding academic year.

Summer Period Dual Employment

A South Carolina State University faculty member who is working at another state agency while employed for a regular summer school session or summer period at South Carolina State University cannot receive total compensation of more than 40% of his or her base period salary. In those cases where a faculty member is working at another state agency during the summer session, the Dual Employment Request form will be required.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: F
SUBJECT: Dual Employment	Effective: 06/05/09
	Revised: 05/29/09

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DUAL EMPLOYMENT

Policy

South Carolina State University employees in FTE positions may accept temporary, part-time employment of a consultative or technical nature within the University or with another State agency, provided that prior approval is obtained in each instance from the appropriate approving authority.

General Provisions

- A. The practice of dual employment shall not be used to provide higher continuing salaries than those approved for an employee. Any employee engaged in dual employment shall satisfy the requirements of the established hours of work for the University employing department.
- B. Dual employment shall be limited in duration to the specific time frame approved and cannot exceed 12 months or extend beyond fiscal years.
- C. All dual employment situations must be approved by the appropriate Vice President (or applicable Division Head), the Office of Human Resource Management (OHRM) and the Vice President of Finance prior to any service being rendered.
- D. South Carolina State University employees who perform services during other than scheduled hours of work for the University (Internal Dual Employment) may be paid additional compensation only if such services constitute independent, additional job duties over and above those of the employee's primary position within the University. However, such additional services shall be restricted insofar as possible.
- E. Employees (nonexempt and exempt) are allowed to enter into a dual employment contract with another State agency. However, departments are cautioned to carefully review such agreements. If the exempt employee undertakes nonexempt duties in the dual employment, it could affect the employee's exempt status. The requesting agency or department will be responsible for all costs of overtime, unless the overtime resulted from the regular duties performed for South Carolina State University.

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- F. No compensation shall be paid to an employee for dual employment services until all dual employment approvals have been obtained.
- G. A South Carolina State University employee may use annual leave while providing services during working hours for an outside agency (External Dual Employment) and may receive compensation from that agency for services performed during the period of annual leave. However, no University employee shall receive additional compensation for Internal Dual Employment while in a leave with pay status to include all designated paid state holidays and compensatory leave. (A South Carolina State University employee performing services for the University during his or her scheduled hours of work must take leave without pay to be compensated for dual employment.) No employee can receive additional compensation for services performed during scheduled hours of work (including mealtimes and breaks) unless the employee takes either annual leave or leave without pay. An employee's work schedule shall not be altered or revised in order to provide time to perform dual employment duties.
- H. Approval for dual employment may be withdrawn if the efficiency, effectiveness, or productivity of the employee deteriorates.
- I. Dual employment agreements within the rules and regulations of this policy shall be approved by Vice Presidents (or applicable Division Head) at South Carolina State University and submitted to OHRM on the official dual employment form for approval. All dual employment requests involving South Carolina State University employees must have approving signatures of the appropriate supervisor, Vice President and a representative of OHRM. An approved dual employment form must be retained by both the University and the requesting agencies.
- J. The requesting agency or department will be primarily responsible for management, communication, and coordination of dual employment agreements and will bear any additional cost. Payment of dual employment compensation shall be made in a timely manner. The Requesting Agency must make payment of funds approved for and earned under dual employment within 45 days of the beginning of the dual employment.
- K. The maximum compensation that an employee will be authorized to receive for dual employment in a fiscal year shall not exceed 30% of the employee's annualized salary for that fiscal year. Dual employment compensation earnings will be stopped for any employee upon reaching this limit. Compensation for dual employment will be determined by the requesting agency. The employing agency is responsible for ensuring that dual employment payments made to its employees within one fiscal year do not exceed the 30% limitation. Both the employing agency and the requesting agency must determine rate of pay based on the Fair Labor Standards Act requirements for nonexempt employees.
- L. No person will be eligible for any additional fringe benefits as a result of dual employment, including annual and sick leave, military leave, State insurance and holidays. However, dual employment compensation shall be subject to such tax and retirement deductions as the Comptroller General or current law may stipulate.

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- M. Each request for approval of dual employment shall apply to only one specific dual employment situation. Any approval for dual employment will be limited in duration to the specific time frame approved and cannot in any instance be longer than a twelve-month period or extend beyond a fiscal year.

Administration of Rates

A. Internal Dual Employment

1. Staff (non-faculty) employees who are exempt from Fair Labor Standards Act (FLSA) regulations who perform duties clearly beyond the scope of their primary duties should be compensated at a rate to be established by the requesting department at a reasonable “Fair Market” rate not to exceed 30% of the annualized salary. A review of the equity of this rate will be made as the Dual Employment Request ([Form P-12](#)) is forwarded through administrative channels to OHRM for approval. Departments are cautioned, again, that exempt employees who take a Dual Employment position that is nonexempt must be careful that the nonexempt duties do not change or dilute the position and have the employee become a nonexempt employee.
2. Full-time staff employees categorized as nonexempt under FLSA regulations performing duties which are significantly different and unrelated to their normal duties, shall be compensated at a rate of at least one and one-half their normal pay rate for the secondary job they perform.

B. External Dual Employment

Compensation rates for external dual employment will be established by the requesting agency. All supplemental compensation earned in this manner must, however, be approved through the appropriate administrative channels. The responsibility for initiating a request for dual employment lies with the employee receiving the compensation and the requesting agency. It is the employee’s responsibility to ensure compensation from both internal and external dual employment does not exceed a total of 30% of his or her annualized salary.

Procedures for Requesting Dual Employment

A. Internal Dual employment

1. The requesting department completes the requesting department section of the Dual Employment Request ([Form P-12](#)) and forwards it to the home department. In cases where the “requesting” and “home” departments are the same, both sections of the Dual Employment Request form should be filled out and forwarded to the Budget Office through the appropriate administrative channels for approval.
2. If the dual employment is approved, the Budget Office will forward the Dual Employment Request form to OHRM for approval and processing for payment. If the dual employment is not approved the form will be returned to the requesting department.

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B. External Dual Employment

1. When South Carolina State University is the requesting agency the department must complete the requesting agency section of the Dual Employment Request and forward it through administrative channels to OHRM who will forward the Dual Employment Request form to the employing agency. The employing agency must complete the employing agency section and return the completed and approved Dual Employment Request to OHRM for processing.
2. When South Carolina State University is the employing agency, the requesting agency will forward the completed top portion of the Dual Employment Request to the appropriate employing department. The employing department must complete the employing agency section of the Dual Employment Request and forward through administrative channels to OHRM. OHRM will review and approve or disapprove the request and return it to the requesting agency.
3. The requesting agency will be responsible for paying the employee for services rendered through their payroll system.

Work Outside State Government

Outside employment is defined as any employment or commercial activity which results in compensation in addition to an employee's regular salary. Employees engaged in outside employment must adhere to the following policy.

- A. Periods of outside employment must be engaged in outside the employee's normal working hours. No materials or equipment of the University (including photocopy machines or telephones) may be used in connection with any outside employment.
- B. Employees are prohibited from using their titles, positions, or confidential information in connection with commercial enterprises or in the endorsing of any commercial product or service.
- C. Should work performance deteriorate as a result of outside employment then it is understood that employees will terminate their outside employment or resign from employment with the University.
- D. South Carolina State University reserves the right to modify, as it may deem proper, any portion of this policy for the approval and/or regulation of jobs held by its employees outside State government. Such policies shall, however, be in accord with State laws and policies and procedures of the State Budget and Control Board. South Carolina State University may withdraw approval for such secondary employment if the efficiency, effectiveness, or productivity of the employee deteriorates and may adopt reasonable disciplinary penalties, up to and including termination for violation of its policies and procedures.

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Conflict of Interest

No employee may accept any work or compensation that could be reasonably construed as a conflict of interest. Acceptance without prior approval of work assignment or compensation that is found to be a conflict of interest will be grounds for disciplinary action up to and including termination. The propriety of an employment situation or compensation for services rendered shall normally be decided by the President, who may request counsel from the Office of the Attorney General or the State Ethics Commission as necessary in making such determination.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: G
SUBJECT: Supplemental Salary Approval and Reporting	Effective: 01/01/06
	Revised: 12/01/05

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SUPPLEMENTAL SALARY APPROVAL AND REPORTING

Definition

Supplemental salary is defined as any compensation, excluding travel reimbursement, from an affiliated public charity, foundation, clinical faculty practice plan, or other public source or any supplement from a private source.

General Guidelines

- A. The conditions and amount of salary supplements paid to South Carolina State University employees must be approved in advance by the Vice President (or applicable Division Head). If the employee receiving the supplement is a Vice President, the President must approve the salary supplement). Supplements paid to the President must be approved by the University's Board of Trustees.
- B. Employees requesting approval to receive salary supplements shall submit a Supplemental Salary Approval Form ([P-32](#)) to the Vice President (or President as appropriate). The Vice President shall forward the approved form to the Office of Human Resource Management.
- C. Each year the General Appropriation Act requires the reporting of information to the Budget and Control Board concerning salary supplements received by employees. By August 31, the University must report any supplements received by employees during the previous fiscal year.
- D. The University's Office of Human Resource Management will coordinate supplemental salary information for submission to the Budget and Control Board.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: H
SUBJECT: Performance Based Pay	Effective: 06/05/09
	Revised: 05/29/09

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PERFORMANCE BASED PAY

South Carolina State University's Performance Based Pay Plan has been established in accordance with Section 8-1-160 of the South Carolina Code of Laws, which allows state agencies to increase individual employee salaries based upon performance. Performance Based Pay increases should not be confused with Legislative Performance Pay (Merit) increases which are granted when prescribed within the annual Appropriations Act in accordance with the State Employee Pay Plan.

General Provisions

- A. This performance based pay program is for employees who make exceptional contributions to the University. As such, it should be recognized as separate and distinct from existing methods by which faculty and staff salaries may be increased. Performance evaluations must be an integral part of the Performance Based Pay Plan but should not automatically qualify an employee for an increase.
- B. Specific, detailed documentation supporting the request for all faculty and staff must be included and subsequently approved through administrative channels. It is expected that the number of Performance Based Pay increases will be limited and awarded to only the most exceptional employees.
- C. The Performance Based Pay Plan is subject to the availability of funds. The criteria listed below will govern the awarding of increases under the Plan.

Eligibility

- A. All classified and unclassified employees in FTE positions, except those in probationary status, are eligible to receive a Performance Based Pay increase under this Plan. Temporary grant employees are eligible if the grant allows for such increases.
- B. All faculty of the University, except those serving in temporary appointments, are eligible to receive a Performance Based Pay increase under this Plan. Temporary grant employees are eligible if the grant allows for such increases.

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Criteria for Performance Based Pay

- A. Staff Employees - The rationale for a performance based pay increase must include a minimum of three of the following criteria as documented by the department head and approved by the appropriate Vice President (or applicable Division Head).
1. A significant increase in service, quality of work or productivity through innovation.
 2. A substantial contribution to the objectives of the department, division or University through the performance of special assignments or the provision of exceptional customer service not previously included in EPMS objectives.
 3. A significant contribution to cost savings, cost reduction or cost containment.
 4. 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.
 5. An overall rating of “Exceeds Requirements” or “Substantially Exceeds Requirements” on the EPMS evaluation for the current review period. (Such a rating does not automatically qualify an employee for a performance based pay increase.)
- B. Faculty - Faculty under consideration for a performance based pay increase must meet a minimum of three of the following criteria as documented by the Chairperson and Dean, and approved by the Vice President of Academic Affairs.
1. Consistently outstanding teaching evaluations and academic advising.
 2. Outstanding record of research, scholarship, or creative activity. Outstanding record of leadership for the development, delivery and evaluation of educational programs and information.
 3. A significant record of public, professional or institutional service.
 4. Significant honors or awards from either internal or external sources.
 5. In instances of consistently high performances, to correct a salary inequity within the department/school/college or to meet the job market for the position/discipline.

Procedures

- A. An employee’s supervisor may submit, through appropriate administrative channels, a request to award a performance increase. Specific detailed justification for awarding an increase must be well documented on a Personnel Action Request ([Form P-4](#)) and must include the following:

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1. A detailed account of how three or more of the criteria have been met by the employee.
 2. A copy of the employee's performance appraisal document for the current review period.
 3. Copies of any documents which support the rationale.
- B. The documentation must be submitted through appropriate administrative channels and approved by the Vice President (or applicable Division Head). By approving the request for a Performance Based Pay increase, the Vice President certifies that sufficient funds are available in the department's budget to support the requested increase.
- C. The Vice President forwards [Form P-4](#) and the other documentation to the Budget Office for budgetary approval. After approval, the Budget Office forwards the appointment materials to the Office of Human Resource Management for review and evaluation, prior to submission to the President for final approval.
- D. After approval by the President, the request and other documentation are returned to the Office of Human Resource Management for recording and processing.
- E. Performance Based Pay increases may range from 1% to 15% of an employee's base salary provided the increase does not place the employee's base salary above the maximum of the salary range. An employee may receive only one performance increase in a fiscal year.

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SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: I
SUBJECT: Bonus Program	Effective: 06/05/09
	Revised: 05/29/09

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BONUS PROGRAM

The General Assembly has authorized the use of state, federal and other sources of revenue for bonuses to recognize accomplishments and contributions of employees. The Bonus Program is subject to the availability of funds. Following are guidelines for the South Carolina State University Bonus Program.

- A. Any employee in permanent and probationary status in FTE positions (and temporary grant positions if the grant allows for payment of such) is eligible to receive a bonus under this policy except the President and employees earning \$100,000 or more.
- B. An employee may receive more than one bonus in a fiscal year; however, the total amount of the bonuses received for the fiscal year may not exceed \$3,000.
- C. State, federal and other sources of revenue may be used to award bonuses. Documents verifying the source of funds and the reason for any bonus awards must be maintained. The use of federal funds for bonuses must also be in compliance with federal law.
- D. 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.
 - 5. Other specific contributions to the success of the University.
- E. An employee must be recommended for a bonus by the Vice President (or applicable Division Head). Specific detailed justification for awarding the bonus should be well documented and submitted to the President for approval. Justification should denote measurable/quantifiable data to show how an employee's job performance or contributions to the goals of the department and/or the University exceeded pre-defined success criteria. After approval by the President, the documentation is forwarded to the Office of Human Resource Management for review and processing (i.e., submission to the Payroll Office for payment, maintenance of the required documents and notification to the Vice President of the approved bonus).
- F. A bonus is not a part of the employee's base salary and is not earnable compensation for purposes of employee and employer contributions to the respective retirement systems.

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SECTION: Method of Compensation	Section: III
	Subject: A
SUBJECT: New Hire Compensation	Effective: 01/01/06
	Revised: 12/01/05

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NEW HIRE COMPENSATION

The hiring department will transmit, (through appropriate administrative channels and the Budget Office) to the Office of Human Resource Management the Personnel Action Request ([Form P-4](#)) upon selection of a new employee. The approved [Form P-4](#), together with the Employee's Withholding Allowance Certificate (U.S. Form W-4), appropriate retirement forms executed by the employee and other supporting documents will constitute authorization for salary payment to the new employee.

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SECTION: Method of Compensation	Section: III
	Subject: B
SUBJECT: Deductions	Effective: 01/01/06
	Revised: 12/01/05

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DEDUCTIONS

Deductions from the employee's salary payment will be withheld by the Payroll Office in accordance with applicable federal and state tax, social security, state or federal retirement, or South Carolina Police Officers' Retirement rules and regulations. Voluntary deductions requested by the employee will be in accordance with the requirements of the particular program. Employees wishing to initiate a status change that will affect payroll deductions (e.g., number of dependents, credit union membership, insurance coverage, etc.) must contact the Office of Human Resource Management. The employee must authorize all deductions in writing.

Completed payroll deduction forms must be submitted to the Office of Human Resource Management. Office of Human Resource Management staff will forward a copy of payroll deduction forms to the Payroll Office as authorization to deduct payment amounts designated. Payroll deduction forms related to employee benefits will be maintained in the employee's benefits file. All other payroll deduction forms will be maintained in the employee's official personnel file.

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SECTION: Method of Compensation	Section: III
	Subject: C
SUBJECT: Payroll Processes	Effective: 06/05/09
	Revised: 05/29/09

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PAYROLL PROCESSES

Base Pay Rates

Currently there are two base pay rates by which employees are paid at South Carolina State University, Salaried (permanent and temporary grant employees) and Hourly (temporary employees). Both groups of employees are paid on a semi-monthly basis. There is no pay lag for Salaried employees, however, there is a one payroll period lag for Hourly paid employees.

Distribution of Payroll Checks

- A. The University issues payroll checks semi-monthly on the 15th and the last workday of the month.
- B. All employees, in FTE, temporary, temporary grant and time-limited positions are required to use direct deposit for their payroll checks. In order to initiate the direct deposit process, an employee must complete a Direct Deposit Form ([P-45](#)) and turn it in to the Office of Human Resource Management. A deposit slip, voided check, or other document acceptable to the Payroll Office must be attached to the form.
- C. Employees may access all pay information (gross pay, deductions, net pay deposited, etc.) through the University's Banner Self Service system by means of a personal computer. Employees who do not have direct access to a personal computer may access their pay information from a personal computer in the Office of Human Resource Management during normal working hours.

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SECTION: Method of Compensation	Section: III
	Subject: D
SUBJECT: Insurance and Retirement Contributions During Approved Leave of Absence	Effective: 01/01/06
	Revised: 12/31/15

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**INSURANCE AND RETIREMENT CONTRIBUTIONS DURING APPROVED
LEAVE OF ABSENCE**

During approved leaves of absence, insurance coverage may be continued at the expense of the employee. If the employee pays the total premiums (employee contributions) while on approved leave of absence, he or she may continue receiving insurance coverage. The Office of Human Resource Management should be contacted for information as to the additional cost and procedural details.

In certain instances approved by the State Retirement System, individuals may continue retirement contributions during approved leave of absence. Employees may contact the University's Office of Human Resource Management for details or contact the State Retirement System directly.

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SECTION: Holidays and Leave	Section: IV
	Subject: A
SUBJECT: General Policies	Effective: 1/1/06
	Revised: 12/1/05

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GENERAL POLICIES

- A. Managers and supervisors are required to administer the leave regulations consistent with the policies outlined herein. Any questions regarding leave and attendance not addressed in this policy should be referred to the University's Office of Human Resource Management (OHRM).
- B. Requests for leave shall be in writing and shall be approved by the proper supervisory authority. Requests should be made on a South Carolina State University Employee's Request for Leave ([Form P-1](#)). All requests for leave should be submitted to the supervisor in advance if possible. In cases of emergency that may occur due to illness, personal problems or other situations which prevent advance application supervisors should be notified by the employee's starting work time. Supervisors shall notify OHRM immediately of any absences in excess of three days and any absences involving leave without pay.
- C. OHRM shall keep a record which accurately reflects leave accrued and taken by all employees. Leave shall be recorded in the appropriate categories and shown as either paid leave or leave without pay. Employee leave statements reflecting leave accrued, leave taken and leave balances are available on the University's Intranet under [Employee Leave Report](#).
- D. Falsification of any attendance or leave record shall be cause for disciplinary action up to and including termination.

Continuous Service

Continuous service is service with one or more agencies without a break in service. When an employee experiences a break in service, all sick leave credits are forfeited and may not be reinstated. An employee experiences a break in service under the following circumstances:

- A. When, in moving from one State agency to another, the employee is not employed with the receiving agency within 15 calendar days following the last day worked (or approved day of leave) at the transferring agency.

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- B. When moving from a permanent position to a temporary, temporary grant or time-limited position.
- C. By separation from state service and being paid for unused annual leave, except for the following:
 - 1. When an employee moves from a position in which he or she earns both annual and sick leave to a position in which he or she only earns sick leave.
 - 2. When an employee with permanent status is separated due to a reduction in force and is not recalled to the original position or reinstated with State government within 12 months of the effective date of separation.
- D. By remaining on leave without pay for a period of more than one calendar year, unless the employee qualifies for an exception as set forth in Budget and Control Board Regulations.

Authorized leaves of absence without pay up to a maximum of 12 months are considered continuous service.

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SECTION: Holidays and Leave	Section: IV
	Subject: B
SUBJECT: Holiday Guidelines	Effective: 11/01/10
	Revised: 10/25/10

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HOLIDAY GUIDELINES

Eligibility

All employees of South Carolina State University in FTE positions (and Temporary Grant positions if allowed by the grant), will be allowed to observe with pay all University holidays.

University Holidays

South Carolina State University observes the official holidays listed below by closing all offices and suspending all operations except where continuous operation of services is essential. When continuous operation of services is essential, skeleton staffing should be arranged to the extent practical.

New Years Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	
Christmas Eve	December 24
Christmas Day	December 25
Day after Christmas	December 26
December Holiday - 1	
December Holiday - 2	
December Holiday - 3	
December Holiday - 4	

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The President may proclaim a different holiday schedule for special holidays or University activities. If a different holiday scheduled is proclaimed by the President, the number of holidays will be the same as granted to other State agencies. Annually, the President will issue a memorandum outlining the University holiday schedule.

Holiday Observance Procedures

- A. Holidays are to be taken on the prescribed day unless it is necessary for the employee to be at work. Employees who must work on holidays shall be given prior notice if possible.
- B. An employee who is required to work on a holiday shall be given holiday compensatory time at the convenience of the department. The holiday compensatory leave must be taken within one year from the date of the holiday.
- C. Employees who do not work a normal Monday through Friday workweek shall not receive any more nor any fewer number of holidays than employees who work the normal Monday through Friday workweek.
- D. All nonexempt employees who are not allowed to take holiday compensatory time earned for working on a legal holiday within the one year period shall be compensated for the holiday at the employee's straight hourly pay rate. Exempt employees shall not be paid for unused holiday compensatory time.
- E. The length of an employee's holiday is computed based on the number of hours in the employee's average workday. To determine the number of hours in a holiday, divide the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).
- F. When a holiday falls during a period of leave with pay, that day will be counted as a holiday, not as a day of leave.
- G. The holiday compensatory leave time or monetary compensation shall be awarded only to those employees who are required and approved to be on the job and performing authorized work.
- H. Part-time employees in FTE positions who work on legal holidays shall receive holiday compensatory leave credits for the hours the employee is regularly scheduled to work on that day. Part-time employees in FTE positions who observe a holiday shall be compensated for hours they were scheduled to work on the holiday.
- I. Employees who are in leave without pay status shall not be paid or receive holiday compensatory time for holidays falling during this period of leave without pay.
- J. Upon separation from employment a nonexempt employee shall be compensated for all holiday compensatory time. Exempt employees shall not be paid for unused holiday compensatory time upon separation of employment.

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SECTION: Holidays and Leave	Section: IV
	Subject: C
SUBJECT: Annual Leave	Effective: 06/05/09
	Revised: 05/29/09

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ANNUAL LEAVE

Eligibility

- A. Annual leave shall be earned by and granted to full-time employees in FTE positions and part-time employees in FTE positions (and Temporary Grant positions if allowed by the grant) who are scheduled to work at least one-half the workweek. Employees in temporary grant positions may be entitled to annual leave as specified in the temporary grant.
- B. An employee who is in pay status one-half or more of the workdays of the month shall earn annual leave for the entire month. Employees in pay status for less than one-half of the workdays of the month shall not earn annual leave.
- C. Employees shall earn annual leave while on annual leave, sick leave, or other authorized leave with pay. Employees shall not earn annual leave while on leave without pay.

Rate of Earnings

- A. An employee's annual leave earnings are computed based on the number of hours in his or her workday. The annual leave earnings are based on the employee's leave accrual date. To determine the number of hours in a workday, divide the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).

- B. Service of 10 Years or Less

Employees on a five-day workweek schedule with service time of 10 years or less shall earn annual leave at the rate of 1¼ workdays per month of service in each calendar year (see chart on the next page).

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C. Service of More Than 10 Years

Employees on a five-day workweek schedule with State service time of more than 10 years shall earn a bonus of 1¼ workdays of annual leave for each year of service over 10 years (see chart which follows). The annual leave earnings based upon State service time of over 10 years shall be granted to employees on a calendar month basis beginning the month after their leave accrual date.

Five Days, 37.5 Hours Per Workweek Schedule

<u>Years of Service</u>	<u>Earning Rate</u>	
	<u>Days Per Year</u>	<u>Hours Per Month</u>
1 - 10	15.00	9.38
11	16.25	10.16
12	17.50	10.94
13	18.75	11.72
14	20.00	12.50
15	21.25	13.28
16	22.50	14.06
17	23.75	14.84
18	25.00	15.63
19	26.25	16.41
20	27.50	17.19
21	28.75	17.97
22 & Over	30.00	18.75

Five Days, 40 Hours Per Workweek Schedule

<u>Years of Service</u>	<u>Earning Rate</u>	
	<u>Days Per Year</u>	<u>Hours Per Month</u>
1 - 10	15.00	10.00
11	16.25	10.83
12	17.50	11.67
13	18.75	12.50
14	20.00	13.33
15	21.25	14.17
16	22.50	15.00
17	23.75	15.83
18	25.00	16.67
19	26.25	17.50
20	27.50	18.33
21	28.75	19.17
22 & Over	30.00	20.00

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Maximum Accrual and Carry-Over

- A. Full-time employees shall be permitted to carry over from one calendar year to the next any unused annual leave up to a total accumulation of 45 workdays.
- B. Part-time employees in FTE positions shall be permitted to carry over from one calendar year to the next any unused annual leave up to a total accumulation that, on a pro rata basis, produces the equivalent maximum carryover of full-time employees.
- C. All eligible employees shall be entitled to bring into a calendar year the maximum carryover of 45 workdays. During the calendar year, an employee may earn annual leave in excess of the 45 workdays; however, the employee may only carry over 45 days into the next calendar year.

Using and Scheduling Annual Leave

Leave under this section may qualify for the Family and Medical Leave Act (FMLA) and, if so, will run concurrently.

- A. Maximum days used per year
 - 1. The maximum number of earned or accumulated annual leave days that may be used in any one calendar year shall not exceed 30 workdays.
 - 2. The maximum number of earned or accumulated annual leave days that may be used in any one calendar year by part-time employees in FTE positions is the pro rata portion of the 30 workdays maximum.
 - 3. For FMLA qualifying reasons, an employee who has used all eligible sick leave (e.g., all available sick leave for personal illness, ten days of sick leave for immediate family, etc.) and 30 days of annual leave may, with the approval of the President, use any remaining annual leave for emergencies or serious health conditions of the employee or the employee's immediate family. The employee's "immediate family" means the employee's spouse and children and the following relations to the employee or the spouse of the employee: mother, father, brother, sister, grandparent, legal guardian, and grandchildren.

B. Scheduling Leave

To the degree possible, employees' requests for specific periods of annual leave shall be approved. However, work loads and similar factors will be considered when reviewing the requests. Approval is required for the specific periods the employee shall be on annual leave, to include beginning and ending dates and computation of total hours. If the annual leave is not approved, the absence will be charged to leave without pay.

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C. Increments for Use of Annual Leave

An employee's use of annual leave shall be charged in 15-minute increments.

D. Holiday During Leave

When a holiday is observed by the University while an employee is using annual leave, the day shall be considered a holiday, not a day of annual leave for the employee.

Payment Upon Separation from Employment

Upon separation from State employment, a lump sum payment will be made for unused annual leave, not to exceed 45 days (without deducting any earned leave taken during the calendar year in which the employee separates).

Employees beginning participation in the TERI program after June 30, 2005, will not receive payment for unused annual leave until after the employee terminates from state employment and ends participation in the TERI program.

Upon the death of an employee while in active service, the estate of the deceased employee shall be entitled to the lump sum payment not to exceed 45 days.

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SECTION: Holidays and Leave	Section: IV
	Subject: D
SUBJECT: Sick Leave	Effective: 06/05/09
	Revised: 07/29/19

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SICK LEAVE

Eligibility

- A. Sick leave shall be earned by and granted to full-time employees in FTE positions and part-time employees in FTE positions (and Temporary Grant positions if allowed by the grant) who are scheduled to work at least one-half the workweek. Employees in temporary grant positions may be entitled to sick leave as specified in the temporary grant.
- B. An employee who is in pay status for at least one-half or more of the workdays of the month shall earn sick leave for the full month. Employees in pay status for less than one-half of the workdays of the month shall not earn sick leave.
- C. Employees shall earn sick leave while on sick leave, annual leave, or other authorized leave with pay. Employees shall not earn sick leave while on leave without pay.

Rate of Earnings

- A. Employees' sick leave earnings are computed based on the number of hours in the employee's workday.
- B. Full-time employees shall earn sick leave beginning with the date of employment at the rate of 1¼ workdays per month of service or 15 days per year. Part-time employees shall earn sick leave beginning with the date of employment on a pro rata basis that produces the equivalent earnings of 1¼ workdays per month or 15 days per year for full-time employees.
- C. In addition to sick leave that may be earned by an employee, the President may grant up to 15 workdays of additional sick leave in extenuating circumstances. The additional sick leave is granted only upon written verification from a health care practitioner that the employee is expected to return to work within that period of time. Upon return to work, the employee will have all earned sick leave applied to the leave deficit at the rate of 1¼ days per month (or if part-time, the monthly earning rate) until the deficit has been eliminated. Where no written verification from a health care practitioner is available and an approximate date of return to active duty cannot be ascertained, the employee will be placed in leave without pay status

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Maximum Accrual and Carry-Over

Full-time and part-time employees in FTE positions shall be permitted to earn up to 195 workdays and carry over from one calendar year to the next any unused earned sick leave up to a total maximum carryover of 180 workdays.

Increments for Use of Sick Leave

An employee's use of sick leave shall be charged in 15-minute increments.

Using and Scheduling Sick Leave

Leave taken under this section may qualify for the Family and Medical Leave Act (FMLA) and, if so, will run concurrently.

An employee shall be allowed to use sick leave for the following reasons:

- A. Personal illness or injury that incapacitates the employee to perform duties of the position.
- B. Exposure to a contagious disease such that presence on duty could endanger the health of fellow employees when certified by a health care practitioner.
- C. Appointment for medical or dental examination or treatment when such appointment cannot reasonably be scheduled during non-work hours.
- D. Sickness during pregnancy or other temporary disabilities. (If possible, the date on which sick leave for disability is to begin shall be at the request of the employee based on the determination and advice of a health care practitioner.)
- E. Treatment for alcoholism. (In accordance with Section 8-11-110 of the S. C. Code of Laws which recognizes alcoholism as a treatable illness, sick leave will be granted for the purpose of participating in public and/or private treatment and rehabilitation programs which have been approved by the Department of Mental Health.)
- F. Caring for ill members of immediate family. Employees earning sick leave may use not more than ten days of sick leave annually to care for ill members of their immediate families. For purposes of these ten days, the employee's "immediate family" means the employee's spouse and children and the following relations to the employee or the spouse of the employee: mother, father, brother, sister, grandparent, legal guardian, and grandchildren.
- G. Caring for an adoptive child. An adoptive parent who is employed by the State of South Carolina may use up to six weeks of his or her earned sick leave to take time off for purposes of caring for the child after placement. The leave may be granted to the employee only if the employee is the person who is primarily responsible for furnishing the care and nurture of the child.

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Verification of Sick Leave

Supervisors have the authority to request verification of sick leave. The supervisor may, before approving the use of sick leave, require the certificate of a health care practitioner or other acceptable documentation verifying the need for sick leave and giving the inclusive dates.

Notification of Sick Leave

When an employee is unable to report to work because of illness, he or she must notify the immediate supervisor as soon as possible after the beginning of the workday on the first day of absence, and each subsequent day of absence, unless the inclusive dates of the entire period of absence have been established by a health care practitioner's statement or other acceptable documentation on the first day of absence. In this case, the employee may report the entire period of absence on the first day without making further calls. Failure to give adequate notice of absence could result in the employee being on unauthorized leave, the absence being charged to leave without pay and subject him or her to disciplinary action. It is the employee's responsibility to make his or her own call to the supervisor except in cases of emergency. In case of emergency, arrangements should be made to have someone notify the supervisor on behalf of the employee.

Application for Sick Leave

- A. Immediately upon return to duty, the employee must apply for sick leave on the University's Request for Leave ([Form P-1](#)).
- B. Absence of three consecutive workdays or more must be supported by a medical certificate of a health care practitioner. Whenever the employee is unable to obtain a medical certificate, or if the circumstances of the employee's illness do not require the services of a physician, the employee must submit a signed statement indicating the nature of the illness and the reason why a medical certificate is not furnished. The supervisor shall determine whether the statement of the employee constitutes sufficient evidence to support the application for sick leave. If the employee fails to submit an application, or if there is insufficient evidence to support the application for sick leave, the absence shall be charged to leave without pay.
- C. In cases where there is reason to believe that sick leave is being abused, the supervisor should inform the employee in advance, in writing, that because a question has arisen concerning his or her use of sick leave, a medical certificate will be required for each future application for sick leave until further notice. If medical evidence is not submitted with each future application the time shall be charged to leave without pay.
- D. When an employee is scheduled in advance for surgery and/or appointments with physicians, he or she must notify the supervisor and apply for sick leave in advance in order that necessary adjustments may be made in the work schedule.

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Substitution of Sick Leave

When illness occurs during a period of annual leave, accrued sick leave may be substituted to cover the period of illness provided it is reported promptly. Application for substitution of sick leave for annual leave must be supported by a certificate of a health care practitioner or other evidence administratively acceptable.

Use of Sick Leave Before Going on Leave Without Pay

In qualifying leave situations, the employee shall use all sick leave before going on leave without pay unless the President grants an exception at the employee's request.

Holidays During Sick Leave

When a holiday is observed by the University while an employee is on sick leave, the day shall be considered a holiday, not a day of sick leave for the employee.

Extended Disability

Under the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act (ADAAA) and other applicable law, certain extended illnesses may be protected as disabilities and may require reasonable accommodation. In certain cases, the use of leave may be considered a reasonable accommodation. Determinations regarding reasonable accommodations should be made on a case-by-case basis as dictated by the circumstances.

The agency shall require, prior to approval of leave as a reasonable accommodation, certification by the health care practitioner to a reasonable degree of medical certainty to include at a minimum: (a) the date on which the disability commenced; (b) the probable duration of the condition and a probable return date; and (c) appropriate medical facts within the knowledge of the health care practitioner's certificate may be amended. The agency may require additional documentation from the health care practitioner issuing the certificate, or may secure additional medical opinions from other health care practitioners. If an employee's health care practitioner or employee identifies a disability as long-term, the agency may suggest to the employee to contact the Public Employee Benefit Authority (PEBA) as soon as possible to evaluate eligibility for any appropriate benefits, such as insurance or retirement, if the employee believes it would be appropriate.

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Separation from Employment

- A. Upon Retirement - At retirement, an employee shall receive service credit for not more than 90 days of unused sick leave at no cost to the employee. The leave must be credited at a rate where 20 days of unused sick leave equals one month of service. This additional service credit may not be used to qualify for retirement.

- B. Upon Separation Other Than Retirement - Upon separation from employment with the State for reasons other than retirement, employees shall forfeit all earned sick leave. (An employee who is reinstated within one year of the date of separation due to a Reduction-in-force shall have his or her sick leave restored.)

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SECTION: Holidays and Leave	Section: IV
	Subject: E
SUBJECT: Employee Leave Transfer Program	Effective: 06/05/09
	Revised: 05/29/09

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EMPLOYEE LEAVE TRANSFER PROGRAM

The following procedures establish the manner in which South Carolina State University employees may voluntarily transfer annual and/or sick leave into a leave transfer pool from which other University employees, who have been approved as leave recipients under personal emergency circumstances, may draw. Leave taken under the Leave Transfer Program may qualify for Family and Medical Leave Act (FMLA) leave and, if so, will run concurrently.

Definitions

- A. Leave Donor - an employee whose voluntary written request for transfer of annual or sick leave to the University's leave pool account is granted.
- B. Leave Recipient - an employee who has a personal emergency and is selected and approved to receive annual or sick leave from the University's leave pool account.
- C. Personal Emergency - a catastrophic and debilitating medical situation, severely complicated disability, severe accident case, family medical emergency or other hardship situations that are likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave.

Eligibility to Donate

- A. Annual Leave

An employee may voluntarily request, in writing by completing the University's Leave Pool Donation Form ([P-34](#)), that a specified number of hours of his or her accrued annual leave be transferred from his or her annual leave account to the University's Annual Leave Transfer Pool, such leave to be distributed to leave recipients of the University approved according to the provisions of the guidelines of this policy.

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B. Sick Leave

An employee with more than 15 days in his or her sick leave account may request voluntarily, in writing, by completing the University's Leave Pool Donation Form ([P-34](#)), that a specified number of hours of his or her accrued sick leave be transferred from his or her sick leave account to the University's Sick Leave Transfer Pool, such leave to be distributed to leave recipients of the University approved according to the provisions of these guidelines provided he or she retains a minimum of 15 days in his or her own sick leave account. An employee with less than 15 days in his or her sick leave account may not transfer any sick leave to the University's Sick Leave Pool.

C. An employee wishing to donate annual and/or sick leave to either the Annual or Sick Leave Transfer Pool must do so prior to the end of the calendar year. An employee may donate no more than one-half of the annual or sick leave he or she earns within a calendar year to the appropriate pool leave account for that calendar year.

D. Once leave of an employee has been transferred to the pool account, it shall not be restored or returned to the leave donor.

Request for Leave

An employee with a personal emergency may request annual or sick leave from the appropriate pool account by completing the Leave Pool Request ([Form P-35](#)). While there is no limit to the number of separate requests that an employee may submit, each separate request shall be limited to no more than 30 working days.

Leave Approval

A. The President or designee, after reviewing all necessary information shall approve leave transfer requests. Unless the personal emergency involves a medical condition affecting the leave recipient, the President or designee may consider the likely impact on morale and efficiency within the University in selecting a leave recipient to use transferred leave.

B. With approval of the President, the selections of leave recipients are final, and there is no administrative or judicial appeal.

Use of Annual or Sick Leave

Leave taken under this section may qualify for the Family and Medical Leave Act (FMLA) and, if so, will run concurrently.

A. Upon approval of a request, an employee may use annual or sick leave from the appropriate pool account in the same manner and for the same purposes as if the employee had accrued the leave.

B. Annual or sick leave that accrues to the account of the leave recipient must be used before using any leave from a leave transfer pool.

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When Emergency Terminates

- A. A leave recipient will no longer be granted leave from the leave pool when the determination is made that the personal emergency no longer exists or the leave recipient's employment with the University terminates.
- B. The status of the personal emergency affecting the leave recipient shall be monitored continuously to ensure that the leave recipient does not receive or use transferred annual or sick leave from a pool account after the personal emergency ceases to exist. When the personal emergency terminates, the University will not grant further requests for transfer of leave to the leave recipient's leave account.
- C. When the personal emergency affecting a leave recipient terminates, any transferred annual or sick leave remaining to the credit of the leave recipient must be restored to the appropriate pool account by completing a Leave Pool Restoration Form ([P-36](#)).

When Employment Terminates

- A. Transferred annual or sick leave from a pool account remaining to the credit of a leave recipient when his or her employment terminates must be restored to the appropriate pool account by the completion of a Leave Pool Restoration Form ([P-36](#)).
- B. When employment terminates, transferred leave from a pool account shall not be transferred to another employee, included in a lump-sum payment for accrued leave, nor included in the leave recipient's total service for retirement computation purposes.

Leave Transfer Guidelines

- A. Each leave transfer request will be thoroughly investigated by the Office of Human Resource Management to determine that an emergency condition exists and that the employee has reasonable justification for making the request.
- B. It is the intent of the University that this leave be used by employees in FTE positions who earn annual and/or sick leave, with good work and leave records who truly have a catastrophic and debilitating emergency situation, and need the assistance that this program can provide. Routine disabilities or disabilities resulting from elective surgery do not qualify for leave transfers.
- C. The requesting employee must have experienced a personal emergency which means a medical or family medical emergency or other hardship situation that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave. A "prolonged period" as used in the definition of a personal emergency is interpreted to be a minimum of 30 working days.

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- D. An employee must have either been in a leave without pay status for at least 30 working days or submit medical documentation that certifies that a medical emergency will result in an employee being in a leave without pay status for at least 30 working days.
- E. Employees who become eligible for other paid benefits for periods of absence from work will generally be considered ineligible for leave transfers. Employees choosing not to apply for other paid benefits for which they may be eligible will generally be considered ineligible for leave transfers. Examples of other paid benefits include, but are not limited to, workers' compensation, long-term disability, and disability retirement benefits.
- F. An employee must have used all earned sick and/or annual leave (as appropriate according to the University's leave policies) prior to using approved transferred leave.
- G. Whether transferred leave may be applied retroactively for periods of leave without pay or used to liquidate indebtedness for advanced sick leave, and for what length of time will be determined on a case by case basis in light of the justification presented.
- H. To approve a leave transfer request, there must be sufficient leave in the appropriate University leave pool and sufficient funds to pay for the requested leave.

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SECTION: Holidays and Leave	Section: IV
	Subject: F.1
SUBJECT: Other Leave With Pay – Court Leave	Effective: 06/05/09
	Revised: 05/29/09

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COURT LEAVE

An employee in an FTE position who is summoned as a member of a jury panel shall be granted court leave with pay. Any jury fees and travel payment shall be retained by the employee. An employee who is summoned to jury duty will be required to work on any given day only the number of hours that equal the employee's work schedule, minus the hours required to be at court.

An employee in an FTE position who is subpoenaed as a witness and who will not receive any personal gain from the outcome of the litigation, shall be entitled to court leave with pay for those hours required for the subpoena and may retain any witness fee and travel expenses.

When an employee is subpoenaed to represent the University as a witness or defendant, his or her appearance is considered a part of the employee's job assignment. The employee shall be reimbursed for any meals, lodging and travel expenses that may be incurred while serving in this capacity according to applicable regulations.

An employee engaged in personal litigation is not eligible for court leave with pay, however, the employee may be granted annual leave or leave without pay with approval of the supervisor.

An employee who is excused from jury duty and was not required to be at court the number of hours equal to the employee's workday is required to return to the job; otherwise, any time the employee is excused from jury duty and does not return to work will be charged to annual leave or in the case of illness to sick leave. If the employee has no paid leave, he or she will be charged with leave without pay.

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SECTION: Holidays and Leave	Section: IV
	Subject: F.2
SUBJECT: Other Leave With Pay - Voting	Effective: 06/05/09
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VOTING

Any employee in an FTE position who lives at such distance from his or her assigned work location as to preclude voting outside of working hours may be authorized a maximum of two hours of leave with pay for this purpose. To work at poles during elections, an employee must be on approved annual leave or authorized to use earned compensatory time.

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SECTION: Holidays and Leave	Section: IV
	Subject: F.3
SUBJECT: Other Leave With Pay - Short-Term Military Training	Effective: 06/05/09
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SHORT-TERM MILITARY TRAINING

All officers and employees of this State or a political subdivision of this State, who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Coast Guard Reserve are entitled to leaves of absence from their respective duties without loss of pay, time, or efficiency rating, for one or more periods not exceeding an aggregate of 15 regularly scheduled workdays in any one year during which they may be engaged in training or any other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. Saturdays, Sundays, and State holidays may not be included in the 15-day aggregate unless the particular Saturday, Sunday, or holiday to be included is a regularly scheduled workday for the officer or employee involved.

An employee in an FTE position who serves on active duty in a combat zone and who has exhausted all available leave for military purposes is entitled to receive up to 30 additional days of leave in any one year. Any one year means either a calendar year or, in the case of members required to perform active duty for training or other duties within or on a fiscal year basis, the fiscal year of the National Guard or reserve component issuing the orders.

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SECTION: Holidays and Leave	Section: IV
	Subject: F.4
SUBJECT: Other Leave With Pay - Death in Immediate Family	Effective: 06/05/09
	Revised: 05/29/09

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DEATH IN IMMEDIATE FAMILY

Any employee in an FTE position (or temporary grant position if provided for by the grant), upon request, shall be granted up to three consecutive workdays of leave with pay on the death of any member of the employee's immediate family. Immediate family is defined as the spouse, great-grandparents, grandparents, parents, legal guardians, brothers, spouse of brothers, sisters, spouse of sisters, children, spouse of children, grandchildren, great-grandchildren of either the employee or the spouse.

Each employee requesting leave due to death in the immediate family shall submit a Request for Leave ([Form P-1](#)) indicating the name of the deceased and the relationship to the deceased.

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SECTION: Holidays and Leave	Section: IV
	Subject: F.5
SUBJECT: Other Leave With Pay - Volunteer Blood Drives	Effective: 06/05/09
	Revised: 05/29/09

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VOLUNTEER BLOOD DRIVES

Employees are permitted to participate in University arranged blood drives during the employee's work hours without using accrued leave. Employees desiring to donate blood at a time other than a University arranged volunteer blood drive shall be excused from work during the employee's regular work hours for the purpose of making the donation without prejudice to the employee and no leave makeup time shall be required.

Any employee desiring to donate blood shall notify his or her supervisor of the scheduled donation and the amount of time needed for the donation as far in advance as may be practicable. The supervisor may deny the employee's request for time to donate if the absence of the employee would create an extraordinary burden on the work unit. In considering the employee's request the supervisor shall take into consideration such factors as the necessity and type of blood donation, workload etc. The supervisor may, as condition of approving the request, require the employee to provide documentation of the donation.

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SECTION: Holidays and Leave	Section: IV
	Subject: F.6
SUBJECT: Other Leave With Pay - Bone Marrow Donors	Effective: 06/05/09
	Revised: 05/29/09

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BONE MARROW DONORS

Employees who work an average of 20 hours or more a week and who seek to undergo a medical procedure to donate bone marrow shall be granted paid leaves of absence. The total amount of paid leave may not exceed 40 work hours unless a longer length of time is approved by the President. Such leave shall require verification by a health care practitioner of the purpose and length of each request. If a medical determination finds that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee before that medical determination is not forfeited.

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SECTION: Holidays and Leave	Section: IV
	Subject: F.7
SUBJECT: Other Leave With Pay - State Employee Grievances and Appeals	Effective: 1/1/06
	Revised: 12/1/05

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STATE EMPLOYEE GRIEVANCES AND APPEALS

Any employee in pay status attending, in an official capacity, a mediation or mediation-arbitration conference shall be granted administrative leave with pay.

Any employee in pay status appearing as a witness or in any other official capacity in a hearing before the State Grievance Committee shall be granted administrative leave with pay.

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SECTION: Holidays and Leave	Section: IV
	Subject: G
SUBJECT: Hazardous Weather and Emergency Conditions Leave	Effective: 06/05/09
	Revised: 05/29/09

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HAZARDOUS WEATHER AND EMERGENCY CONDITIONS LEAVE

General Provisions

- A. Upon issuing a Declaration of Emergency, the Governor has the authority to excuse employees of State government from reporting to work during extreme weather or other emergency conditions. Unless such a Declaration of Emergency has been issued, all University employees are expected to report for work (except as noted in item “E” below).
- B. The Declaration may be applicable to all employees in the entire State, or only to those employees in one geographical region of the State or a combination of geographical regions. Non-essential employees who live or work within the region(s) specified in the Declaration will not be expected to report to work.
- C. During a Declaration of Emergency, all essential and direct care services will be maintained. All Vice Presidents, Deans, Directors and other department heads shall identify essential employees by position, classification, or internal title and provide a list thereof to the University’s Emergency Preparedness Coordinator. Generally no change of the essential employee roster should be authorized after the Governor's Declaration of an Emergency. Nonessential employees will not be expected to report to work.
- D. The Hazardous Weather and Emergency Conditions Leave Policy shall be applicable to all employees of South Carolina State University.
- E. Nothing contained in this policy precludes the necessary immediate evacuation of employees by the President or other individual in an appropriate supervisory capacity in the interest of personal safety.

Definitions

- A. Emergency Conditions means circumstances that would expose employees to harmful or unsafe conditions, as determined by the Governor's Office (or the President or other appropriate supervisory personnel in the interest of personal safety).

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- B. Essential Employees means those employees notified and included on the essential employee roster whose services are required, regardless of conditions.

Notification of Declaration of Emergency

- A. Between the Hours of 8:00 a.m. and 5:00 p.m.

1. The Declaration of Emergency shall be communicated from the Governor's Office to the State Human Resources Director of the Budget and Control Board Office of Human Resources.
2. The State Human Resources Director of the Budget and Control Board Office of Human Resources will communicate the Declaration of Emergency to South Carolina State University in accordance with the list of representatives to be contacted in the case of an emergency declaration.
3. The Governor's Office will issue a statement to the news media concerning the release of State employees due to the emergency.

- B. Between the Hours of 5:00 p.m. and 8:00 a.m.

All Declarations of Emergency will be transmitted by the Governor's Office to the news media. Employees will assume an individual responsibility to respond in an appropriate manner to closings as they may be announced.

Compensation During Declaration of Emergency

When the Governor declares a state of emergency for the State or any portion of the State, he can provide state employees with leave with pay for absences from work due to the state of emergency for hazardous weather of up to five days for each declaration of a state of emergency. In the event that the Governor does not provide state employees with leave with pay, employees who do not report to work, report to work late or are excused from work early due to hazardous weather or declared emergency conditions shall be allowed to:

- A. Use accrued annual leave or compensatory time to make up hours scheduled but not worked.
- B. Take leave without pay.
- C. Make up the hours at a time to be scheduled by the department. The employee must be given the option of making up the hours if he or she so desires.

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SECTION: Holidays and Leave	Section: IV
	Subject: H
SUBJECT: Leave of Absence Without Pay	Effective: 01/01/06
	Revised: 12/01/05

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LEAVE OF ABSENCE WITHOUT PAY

Leave Without Pay for Extended Disability

- A. For leave without pay for extended disability – illness, injury or maternity – see Section IV, Subject D, “Sick Leave.”
- B. For leaves of absence without pay for Family and Medical Leave Act (FLMA) leave, see Section IV, Subject I, “Family and Medical Leave Act (FMLA) Guidelines.”

Military Leave

Every employee of the State or any political subdivision thereof who, on or after June 25, 1950, has been, or shall be commissioned, enlisted or selected for service in the Armed Forces of the United States (not short-term military training as outlined in Section IV, Subject F.3 of this manual) shall so long as the requirements and regulations of the Armed Forces shall prevent his or her return to civil employment for a period of 90 days thereafter, but in no event for a period longer than five years from the date of entry into the Armed Forces of the United States shall be entitled to leave of absence from duty as an employee of the State or political subdivision thereof without loss of seniority or efficiency or register ratings.

Other Reasons

- A. Leave of absence without pay for reasons other than disability or military service may be granted, after all accumulated annual leave has been used, if it is considered in the interest of South Carolina State University.
- B. Requests for leave without pay must be approved through administrative channels up to the Vice President (or applicable Division Head) and submitted to the Office of Human Resource Management for final action by the President.
- C. Requests for leave of absence without pay must be submitted on the University’s Request for Leave ([Form P-1](#)) and must be accompanied by a written statement from the employee giving pertinent details for the reason leave without pay is necessary.

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SECTION: Holidays and Leave	Section: IV
	Subject: I
SUBJECT: Family and Medical Leave Act (FMLA) Guidelines	Effective: 06/05/09
	Revised: 05/29/09

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FAMILY AND MEDICAL LEAVE ACT (FMLA) GUIDELINES

Definitions

- A. Spouse - a husband or wife as defined or recognized under state law for purposes of marriage, including a common law marriage in states where it is recognized.
- B. Parent - a biological parent or an individual who stands or stood *in loco parentis* to an employee when the employee was a child. This term does not include parents “in law.”
- C. Child - a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and incapable of self-care because of a medical or physical disability.
- D. Serious health condition - an illness, injury, impairment, or physical or mental condition that involves:
 - 1. inpatient care (i.e., and overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care; or
 - 2. continuing treatment by a health care provider, which includes:
 - a. a period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition;
 - b. any period of incapacity related to pregnancy or for prenatal care;
 - c. any period of incapacity or treatment for chronic serious health condition which continues over an extended period of time, requires periodic visits, to a healthcare provider (at least twice a year), and may involve occasional episodes of incapacity (a visit to a healthcare provider is not necessary for each absence);

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- d. a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (only supervision by a healthcare provider is required, rather than treatment); or
- e. any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

Eligibility

Any employee who has worked for the State at least 12 months, and worked at least 1250 hours, over the previous 12 months prior to requesting leave under the Family and Medical Leave Act (FMLA) may be eligible for leave, in accordance with this policy and the Family and Medical Leave Act. For purposes of this policy, the 12 months need not be consecutive, but employment periods prior to a break in service of 7 or more years need not be counted unless the break in service was due to fulfillment of National Guard or Reserve military obligation, or a written agreement exists concerning the State's intention to rehire the employee after the break in service. An employee returning from National Guard or Reserve duty is credited with the hours of service that would have been worked except for the military service.

A break in service for this policy is defined as an absence of employment from state government.

Use of FMLA Leave

An eligible employee shall be granted up to a total of 12 workweeks of FMLA leave, in each calendar year on a continuous or intermittent basis, for any of the following reasons:

- A. For the birth of a son or daughter and to care for that child (eligibility expires 12 months after the date of the birth);
- B. For placement of a son or daughter for adoption or foster care with the employee (eligibility expires 12 months after the date of placement);
- C. To care for the employee's spouse, child or parent with a serious health condition;
- D. For a serious health condition that makes the employee unable to perform the functions of his or her position;
- E. For a qualifying exigency caused by the call to active duty of a member of the Armed Forces. Qualifying exigencies may include short notice deployment; attending certain military events and related activities; arranging for alternative childcare; addressing certain financial and legal arrangements; attending certain counseling sessions; rest and recuperation; and attending post-deployment reintegration briefings.

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- F. To care for a spouse, child, parent or next of kin who is a service member and is injured or becomes seriously ill while on active duty. Employees who are otherwise eligible for FMLA leave may take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.
- G. If medically necessary, eligible employees may take FMLA leave on an intermittent basis or on a reduced schedule for their own serious health condition, the serious health condition of a spouse, daughter, son, or for military caregiver leave. Leave due to the birth or adoption of a child may be taken intermittently and must be completed within the 12-month period beginning on the date of the birth or placement of the child and is subject to supervisory approval.
- H. Spouses employed by South Carolina State University are limited in the amount of FMLA leave they may take. The employee and the employee's spouse may be limited to a combined total of 12 weeks of FMLA leave in a calendar year. For military caregiver leave, the employee and employee's spouse may be limited to a combined total of 26 weeks of leave in a single calendar year.

Charging FMLA Leave

It is the University's responsibility to declare leave as FMLA leave based on information provided by the employee.

- A. When the University designates leave as FMLA leave it must notify the employee. No leave may be designated as FMLA leave after the leave has ended, except as provided for under the FMLA.
- B. An eligible employee's FMLA leave allowance shall be charged in 15-minute increments.
- C. Any leave taken that qualifies as FMLA leave shall be declared as such by the University. The FMLA leave shall run concurrently with other leave types such as worker's compensation, sick leave, annual leave, and leave without pay, when applicable and shall be charged against all applicable leave types.

Scheduling FMLA Leave

- A. An eligible employee requesting FMLA leave must give his or her supervisor 30 days advance notice of the need to take FMLA leave when the need for leave is foreseeable. When the need for leave is not foreseeable, such notice must be given as soon as practical.

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- B. Employees must provide sufficient information for the University to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider; or circumstances supporting the need for military caregiver leave.
- C. The use of FMLA leave shall be subject to verification. An employee's request for FMLA leave to care for the employee's seriously ill spouse, child or parent, or due to the employee's own serious health condition, must be supported by a certification issued by the health care provider. Use of FMLA leave for eligible circumstances related to family members in the military must be supported by appropriate military certification to confirm the nature of the family member's military service or the existence of a qualifying exigency. Additional information to certify the need for FMLA leave may be required as determined by the University.
- D. FMLA leave may be denied or delayed if an eligible employee fails to provide the requested certification or other required documentation within timeframes specified. An employee who fraudulently obtains FMLA leave is not protected by the FMLA job restoration and may be subject to disciplinary action up to and including termination.

Use of Paid and Unpaid Leave

Generally FLMA leave is unpaid; however,

- A. Eligible employees are required to substitute their accrued sick leave for unpaid FMLA leave when the FLMA leave request qualifies for sick leave usage (e.g., all available sick leave for personal illness, ten days of sick leave for immediate family, etc.); or
- B. An eligible employee may elect to substitute accrued annual leave for unpaid FLMA leave.

Reinstatement from FMLA Leave

Upon return from FMLA leave, an employee who can still safely perform the position's essential functions shall be returned to the same position he or she held when the FLMA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. That position shall involve the same or substantially similar duties and responsibilities, which shall entail equivalent skill, effort, responsibility, and authority.

Transfer of FMLA Leave

Eligible South Carolina State University employees who transfer to another State agency shall have their FMLA leave records in that calendar year transferred to the receiving agency.

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SECTION: Holidays and Leave	Section: IV
	Subject: J
SUBJECT: Unauthorized Absence	Effective: 01/01/06
	Revised: 12/01/05

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UNAUTHORIZED ABSENCE

An absence which has not been approved shall be considered as an unauthorized absence from duty.

- A. When an employee is absent without obtaining approval, the supervisor shall administer appropriate disciplinary action in accordance with the University's progressive discipline policy unless satisfactory explanation is given to justify the period of absence.
- B. An employee who is absent without permission for any cause must explain to his or her immediate supervisor upon return to work, the reason for such unauthorized absence.
- C. In cases where satisfactory explanation is given to the employee's supervisor to justify the period of absence, the time may be charged to accrued annual leave or in the case of illness to sick leave. If leave is not available, the time shall be charged to leave without pay. Whether the absence is charged to annual leave, sick leave or authorized leave without pay, a Request for Leave ([Form P-1](#)) must be completed.

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SECTION: Holidays and Leave	Section: IV
	Subject: K
SUBJECT: American Red Cross Certified Disaster Service	Effective: 01/01/06
	Revised: 12/01/05

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AMERICAN RED CROSS CERTIFIED DISASTER SERVICE LEAVE

An employee who is a certified disaster service volunteer for the American Red Cross may use up to 10 days of paid leave in a calendar year to participate in specialized disaster relief services with the approval of the supervisor.

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SECTION: Holidays and Leave	Section: IV
	Subject: L
SUBJECT: Educational Leave	Effective: 01/01/06
	Revised: 12/01/05

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EDUCATIONAL LEAVE

An employee is encouraged to schedule classes during off-duty hours, whenever possible. When a class cannot be scheduled during off-duty hours, the supervisor may adjust the employee's work schedule, if doing so will not interfere with the normal efficient operations of the work unit. When a class cannot be scheduled during off-duty hours and the supervisor cannot feasibly adjust the work schedule of the employee, the employee may be allowed to take annual leave or may be granted leave without pay in order to attend classes.

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SECTION: Holidays and Leave	Section: IV
	Subject: M
SUBJECT: Organ Donor Leave	Effective: 01/01/06
	Established: 12/01/05

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ORGAN DONOR LEAVE

South Carolina State University employees are entitled to leave of absence to engage in the donation of their organs without loss of pay, time, leave, or efficiency rating. The following guidelines apply to organ donor leave.

- A. The employee must accrue annual or sick leave as part of their employment.
- B. Leave can be for one or more periods not exceeding an aggregate of 30 regularly scheduled workdays in any one fiscal year. Saturdays, Sundays, and State holidays may not be included in the 30 days unless the particular Saturday, Sunday, or holiday to be included is a regularly scheduled workday for the employee involved.
- C. The employee must show documentation from the attending physician of the proposed organ donation before leave is approved that confirms that the employee is the donor.

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SECTION: Employee Services and Benefits	Section: V
	Subject: A
SUBJECT: Retirement	Effective: 06/05/09
	Revised: 07/29/19

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RETIREMENT

Membership

All South Carolina State University employees who fill a permanent position must be members of the South Carolina Retirement System (SCRS). Police Officers and other law enforcement officers may become members of the South Carolina Police Officer’s Retirement System (PORS) if they meet eligibility requirements. Employees who work on a temporary basis have the option whether to participate or not.

Contributions

Members of SCRS contribute 9% of their gross salary each calendar year. Members of PORS contribute 9.75% of gross earnings. All retirement contributions deducted will be deferred for Federal and State income tax purposes. Matching contributions are made to each member’s retirement credit from University funds.

Refund Option

Members of either retirement system may request a refund of his or her contributions plus interest upon termination from State employment. Depending upon the employee’s age and/or years of creditable service at termination, several other options may be available, which include (a) five years of earned service, < membership prior July 1, 2012> (b) eight years of earned service <membership after July 1, 2012> (c) early retirement, or (d) full retirement.

Pre-Retirement Death Benefit

If a contributing member dies in service after completing at least one year of service as a member of the Retirement System or if the death is job-related, the designated beneficiary (or the estate) will receive a single payment equal to the annual salary of the member in addition to any other benefit payable by the system. If a member of PORS dies as a result of an accident in the actual performance of duty, a pension equal to 50 percent of his or her salary is payable monthly for life to an eligible beneficiary.

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Public Service

Public Service is creditable irrespective of when it was performed at a cost of no less than 16% of your career highest fiscal year earnable compensation for each year purchased.

Unused Sick Leave Credited at Retirement

At retirement, a member of either Retirement System will receive a credit for not more than 90 days of his or her unused sick leave at no cost. The leave must be credited at a rate where 20 days of unused sick leave equals one month of service. This additional service credit may not be used to qualify for retirement.

TERI (Teacher and Employee Retirement Incentive) Program

Active members of SCRS who are eligible for service retirement may elect to participate in the TERI Program. TERI allows an employee to retire and begin accumulating retirement annuity benefits on a deferred basis without terminating employment. The employee must enroll at the time of retirement.

By participating in TERI, an employee may defer receipt of his or her retirement annuity for up to 60 months. As a TERI participant, monthly retirement annuity is deferred and is accumulated in a TERI account. At the end of the TERI period, the employee must terminate employment.

If an employee plans to return to work for a covered employer after his or her TERI period ends, the employee must terminate employment and be off payroll for at least one business day before returning to work. The TERI period will count toward the requirement that an employee be retired for at least 30 days before returning to work for a covered employer. An employee is not guaranteed employment after the TERI period ends; a covered employer must decide to hire him or her after the TERI period has ended. Please refer to the "Post-TERI and Post-Retirement Employment" Policy (Section I, Subject K of this Manual) for details related to reemployment with South Carolina State University after termination of employment under the TERI Program.

Additional Retirement Information

South Carolina State University employees seeking additional information on State retirement may visit the State retirement website at www.peba.sc.gov or they may contact the University's Office of Human Resource Management at humanresources@scsu.edu or 803-536-7047.

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SECTION: Employee Services and Benefits	Section: V
	Subject: A.1
SUBJECT: Service Retirement	Effective: 01/01/06
	Revised: 7/29/19

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SERVICE RETIREMENT

Full Service Retirement

A member of the South Carolina Retirement System (SCRS) is eligible for full service retirement at age 65 or upon completion of 28 years of creditable service, regardless of age. A member of the South Carolina Police Officers Retirement System (PORS) becomes eligible for full service retirement at age 55 with at least five years of earned service or with 25 years of creditable service, regardless of age.

Early Retirement

A member of SCRS becomes eligible for early service retirement at age 60 with at least five years of earned service, or at age 55 with at least 25 years of creditable service. A member retiring between age 60 and age 65 without 28 years of creditable service (early retirement) is penalized five percent of his or her retirement benefit for each year under the age of 65. (Proportionate reductions are made for fractions of a year.) A member retiring at age 55 with 25 years of creditable service is penalized four percent for each year under 28 years of service.

Retirement Benefits

The formula for calculating the maximum monthly benefit for full retirement under SCRS is as follows:

1. Total the 12 highest consecutive quarters of earnings (income on which retirement contributions have been made) and divide by 3.
2. Multiply that amount by 1.82%.
3. Multiply the results of # 2 by years and months and days of creditable service.
4. Divide by 12.

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The formula for calculating the maximum monthly benefit for full retirement under PORS is as follows:

1. Total the 12 highest consecutive quarters of earnings (income on which retirement contributions have been made) and divide by 3.
2. Multiply that amount by 2.14%.
3. Multiply the results of # 2 by years and months and days of creditable service.
4. Divide by 12.

The maximum benefit for early retirement under both Retirement Systems is calculated the same as for full retirement and then reduced by the appropriate percentage as explained above. Official estimates from either Retirement System may be obtained by contacting the University's Office of Human Resource Management.

Application for Retirement

A member may apply for service retirement six months in advance or up to 90 days retroactively, provided the member has separated from service as of the effective date of retirement. At the time of application, each member is offered his or her choice of the maximum allowance or several optional plans which provide reduced benefits to the retiree, plus some protection to a beneficiary.

Any employee interested in service retirement should contact the Office of Human Resource Management as early as possible to initiate proper planning and administrative coordination. Prior notice should also be given by the employee to the appropriate official in his or her department.

Post-Retirement Employment

After service retirement, a retiree under either Retirement System may work for an agency covered by the SCRS, the PORS or a non-covered employer with no limitations on earnings.

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SECTION: Employee Services and Benefits	Section: V
	Subject: A.5
SUBJECT: Disability Retirement	Effective: 1/1/00
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DISABILITY RETIREMENT

A member of either Retirement System may receive disability retirement benefits from SCRS only if the member has been approved for disability benefits from the federal Social Security Administration, which generally requires an incapacity to perform any gainful occupation.

Disability Benefits

Calculation of benefits under the South Carolina Retirement System (SCRS) is based on:

1. If you are a Class two member, your AFC is the 12 highest consecutive quarters of earnable compensation on which you made regular member contributions and were earning service credit. An amount up to and including 45 days' termination pay for unused annual leave at retirement may be included in your AFC calculation.
2. If you are a Class three member, your AFC is the 20 highest consecutive quarters of earnable compensation on which you made regular member contributions and were earning service credit. Termination pay for unused annual leave at retirement is not included in the AFC calculation.

Calculation of benefits under the South Carolina Police Officers Retirement System (PORS) is based on:

1. The average of the 12 highest consecutive quarters of earnings (income on which retirement contributions have been made).
2. Service Credit (this includes service credit projected through age 55. No discount is applied for lost contributions.)

At the time of application, each member is offered his or her choice of the maximum allowance or several optional plans which provide reduced benefits to the retiree, plus some protection to a beneficiary. Official estimates from either Retirement System may be obtained by contacting the University's Office of Human Resource Management.

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Application for Retirement

Becoming disabled does not automatically qualify you for a disability retirement benefit; you must file an application and go through the review process. You must be in service with an employer covered by SCRS in order to file an application for disability retirement benefits. A member is considered to be in service on the date the application is received by PEBA if:

1. The last day the member was employed by a covered employer was no more than 90 days before the date PEBA received the application and
2. The member had not been retired on a service retirement allowance for more than 90 days at the time PEBA received the application.

If PEBA does not receive your application while you are in service, you will not be eligible to receive any disability retirement benefits from SCRS. Retired members who work for a covered employer, including TERI participants, are not eligible to apply for a disability retirement benefit. In addition to being in service, you must also meet certain earned service requirements in order to apply for disability retirement benefits.

1. If you are a Class Two member, you must have at least five years of earned service credit toward retirement unless your disability is the result of an injury arising out of and in the course of the performance of your job duties.
2. If you are a Class Three member, you must have a least eight years of earned service credit toward retirement unless your disability is the result of an injury arising out of and in the course of the performance of your job duties.

Post-Retirement Employment

Post-retirement employment may be allowable after disability retirement; however, limitations apply. Contact the Office of Human Resource Management for details of these limitations.

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SECTION: Employee Services and Benefits	Section: V
	Subject: A.2
SUBJECT: Optional Retirement	Effective: 01/01/06
	Revised: 12/01/05

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STATE OPTIONAL RETIREMENT PROGRAM

The State Optional Retirement Program (State ORP) is an alternative to membership in the South Carolina Retirement System (SCRS) retirement plan. Employees eligible for State ORP may choose between the State ORP, which is a defined contribution plan, or the traditional SCRS plan, which is a defined benefit plan. All new higher education employees and all new state employees are eligible to join the State ORP. For additional information on the State Optional Retirement Program please contact the University's Office of Human Resource Management.

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SECTION: Employee Services and Benefits	Section: V
	Subject: A.4
SUBJECT: Retirement - Creditable Service	Effective: 06/05/09
	Revised: 07/29/19

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CREDITABLE SERVICE

The South Carolina Retirement System (SCRS) and the South Carolina Police Officers Retirement System (PORS) allow members to establish certain types of service credit, as described below.

A. Military Service

An employee may establish up to six years of service credit for any period of military service for which he or she does not already have service credit. This includes service in the United States Army, Navy, Marine Corps, Air Force, Coast Guard, Select Reserves, and Army or Air National Guard. The cost is 16% of current earnable compensation or career highest fiscal year earnable compensation, whichever is greater, for each year purchased. If an employee has established State ORP service in SCRS, the career highest salary includes his or her salary in either State ORP or SCRS. The employee's discharge from service must be under conditions other than dishonorable. Under guidelines set forth by the Uniformed Services Employment and Reemployment Rights Act (USERRA), a member may either arrange in advance with his or her employer to continue contributing to his or her account while on active duty military leave, or make contributions upon return to covered employment during a period not to exceed three times the length of military service or five years, whichever is less. Military service credit may not overlap earned service (service for which regular contributions were paid to the system) or other purchased service.

B. Previously Withdrawn Service

A member who left employment and received a refund of member contributions plus interest may re-establish this service upon returning to active membership. The member must repay the amount withdrawn plus interest to the date the member's request is received. Previously withdrawn earned service that is re-established in SCRS through the service purchase process is considered earned service for the determination of the minimum service requirement for benefit eligibility. Earnings associated with re-established withdrawn earned service will be considered for possible inclusion in the calculation of a member's average final compensation and any subsequent service purchase costs.

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C. Public Service

An employee may establish service credit for any period of paid public service for which he or she does not already have service credit in another defined benefit plan. This is service as an employee of the government of the United States, a state, or political subdivision of the United States. The cost is 16% of current earnable compensation or career highest fiscal year earnable compensation, whichever is greater, for each year purchased. If an employee has established State Optional Retirement Program (ORP) service in SCRS, the career highest salary includes his or her salary in either State ORP or SCRS. An employee may not purchase service for a period of public service for which he or she may receive a retirement annuity from another defined benefit retirement plan.

D. Leave of Absence

Active contributing members on an employer-approved leave of absence who return to covered employment within four years may purchase service credit for the employer-approved leave period for which they do not already have service credit, up to a maximum of two years per leave of absence. The leave of absence must be with an employer covered by the Retirement Systems. The cost is 16% of current earnable compensation or career highest fiscal year earnable compensation, whichever is greater, for each year purchased. If an employee has established State ORP service in SCRS, the career highest salary includes his or her salary in either State ORP or SCRS.

E. Correlated System

A member who transfers from the South Carolina Retirement System or the General Assembly Retirement System to the Police Officers Retirement System maintains his or her retirement service credit within each system. In the event of a transfer, the Retirement System should be notified immediately. A member of the Police Officers Retirement System is eligible to transfer retirement service from the South Carolina Retirement System by paying 5% of current salary for each year transferred.

F. Non-Qualified Service

Active contributing members who have five or more years of earned service credit may establish up to five years of non-qualified service. The cost is 35% of current earnable compensation or career highest fiscal year earnable compensation, whichever is greater, for each year purchased. If an employee has established State ORP service in SCRS, the career highest salary includes his or her salary in either State ORP or SCRS.

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G. Educational Service

An employee may establish service credit for any period of paid classroom teaching consisting of grades kindergarten through 12 in a public, private, or sectarian school for which her or she does not already have service credit in another defined benefit plan. The cost is 16% of current earnable compensation or career highest fiscal year earnable compensation, whichever is greater, for each year purchased. If the employee has established State ORP service in SCRS, the career highest salary includes his or her salary in either State ORP or SCRS. An employee may not purchase service for a period of educational service for which he or she may receive a retirement annuity from another defined benefit retirement plan.

Contributions While on Approved Leave Without Pay

Employees requesting leave without pay should indicate their preference to continue contributions during their leave so that permission may be obtained from the South Carolina Retirement System and contributions may be calculated. Contributions are based on the salary rate immediately prior to going on leave, as follows:

A. Sick Leave

A member may establish a maximum of 90 calendar days for one illness, within one year of the date of return to employment. Employees who expect to remain on leave without pay for illness for more than 90 days should consider filing for disability retirement (see Section V, Subject A.3, "Disability Retirement"). Contributions are based on salary immediately prior to leave.

B. Maternity Leave

Contributions should be made quarterly (maximum of six months).

C. Educational Leave

The request for this leave must be made through the employer prior to educational leave and a copy of the request forwarded to the Retirement System. The employer must agree that the leave will enhance the value of the member to the employer and report contributions through normal quarterly reports throughout the leave period. Contributions are based on salary just prior to the leave.

D. Sabbatical Leave

Half-Pay-Contributions should be made quarterly to receive full service credit.

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E. Personal Leave

Leaves without pay for personal reasons may not be established for service credit under the Retirement Act.

Failure to make additional contributions as described above will affect the following:

- A. The Pre-retirement death benefit amount should death occur during the leave of absence.
- B. Service credit totals.
- C. Retirement benefit amounts if leave without pay occurs within the years that would have been the twelve highest consecutive quarters (normally the last three years).

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SECTION: Employee Services and Benefits	Section: V
	Subject: B
SUBJECT: Workers' Compensation	Effective: 06/05/09
	Revised: 05/29/09

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WORKERS' COMPENSATION

Policy

Under the provisions of the South Carolina Workers' Compensation Law, each employee is protected against total loss of income and expenses incurred if he or she sustains a disabling injury or occupational disease arising out of the course of employment. No compensation is payable if the injury, occupational disease or death is caused by the employee's willful misconduct, his or her intention to bring about the injury or death of himself or herself or another employee, or his or her intoxication. In the event of an accidental injury arising out of and in the course of employment with the University, which is covered under Workers' Compensation, a disabled employee shall make an election to receive compensation under one of the following options:

- A. Option 1 - To be placed on paid leave status using accrued sick and/or annual leave. When such leave credits are exhausted before the employee can return to work, the employee shall be entitled to Workers' Compensation disability benefits at the time the specified amount of leave is exhausted.
- B. Option 2 - To use Workers' Compensation benefits where the employee would receive the disability benefits equal to 66 2/3% of his or her gross weekly pay, not to exceed the established maximum rate.
- C. Option 3 - To receive sick and/or annual leave on a pro rated basis in conjunction with Workers' Compensation according to a formula approved by the Budget and Control Board.

An employee who is injured in the course of employment must notify CompEndium Services, the State Accident Fund's medical management group, at (877) 709-2667, his or her supervisor and the University's Office of Human Resource Management (OHRM) immediately. Failure to do so could cause a delay in payment of compensation to the employee. The employee must then complete the University's Injury/Illness Report ([Form P-39](#)) and submit it to OHRM. The right to compensation will be forever barred unless a claim is filed within one year after the accident.

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Procedure in the Event of Employee Injury

A. Initial Notification

In case of accidental injury, it is an employee's responsibility to notify his or her supervisor or department head immediately. Any injury, no matter how slight, must be reported.

B. Medical Attention for the Work Injured Employee

1. If the injured employee or his or her supervisor judges that medical attention is needed, the employee should contact CompEndium Services immediately. In the event of life or limb-threatening emergencies, treatment should be sought at the nearest emergency facility.
2. Once an employee receives initial treatment, any subsequent treatment must be by the same physician, or upon referral by that physician. An employee who initiates a change in physicians without referral, or without notification and approval through OHRM, may not be covered further under workers' compensation.
3. The time away for the initial treatment and any subsequent treatments should be recorded as hours worked not sick or annual leave. If subsequent medical treatments are prescribed the employee may leave work to go directly to the treating physician and/or other approved treatment with the understanding that the employee will return to work immediately following completion of the treatment. For these subsequent treatments sick, annual, or leave without pay must be taken for full or partial days away from the job for any type treatment.

C. Workers' Compensation Coverage of Medical Treatment

1. All parties treating a work injured employee should be informed to direct the charges to: State Accident Fund, in care of the Office of Human Resource Management, South Carolina State University, Post Office Box 7597, 2153 Russell Street, Orangeburg, South Carolina 29117.
2. A work injured employee should not provide group medical insurance (Blue Cross-Blue Shield) information to any agent in the treatment of his or her injury. If there is any knowledge of a claim for work injury treatment being directed to Blue Cross-Blue Shield, notify OHRM immediately.
3. Charges may include emergency transportation, physician fees, X-ray charges, medical facility services, and medication prescribed by the physician. The employee is responsible for providing OHRM with the name and complete mailing address of any party involved in his or her treatment. If the employee has paid personally for any medical service, he may request reimbursement by forwarding his payment receipt to OHRM.

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4. The Office of Human Resource Management shall ensure to the best of its knowledge at the time a claim initially is reported that the injury comes under the provisions of the South Carolina Workers' Compensation Law. The Office of Human Resource Management shall process all correspondence and shall communicate as necessary with all parties concerned regarding medical charges and compensation. The official files on an employee's work injury claim shall be maintained within OHRM.

D. Official Reporting of Work Injury

The injured employee and his or her supervisor are responsible for preparation of a First Report of Illness or Injury (Form WCC 12-A) immediately after initial treatment. Failure to give immediate notice may cause serious delays in the payment of compensation. The First Report of Illness or Injury (Form WCC 12-A) is a legal document. If it is not accurate and complete, it may be returned to the department for correction. A supply of these forms should be maintained in each department. Additional forms may be obtained from OHRM.

A typewritten original and three copies of the report must be forwarded to OHRM within three working days after the injury. Failure to file a report within this period can result in a fine assessment to the department by the South Carolina Workers' Compensation Commission. No claims can be paid until this report has been filed.

Additional Procedures in Event of Lost Days from Work Injury

A. Notification of Absence

1. If upon treatment of a work injury, the physician declares the employee unable to resume his or her regular duties, the employee may remain absent unless alternate work is made available which the employee can perform without detriment. The employee must obtain a physician's statement indicating first date of absence and estimated date of return.
2. When work absence is necessary, it is the responsibility of the employee and his or her supervisor to notify OHRM immediately by telephone.

B. Temporary Light Duty Program

If possible, each department should provide temporary light duty work for employees whose physician allows them to return to work after a work related injury. If the employee's department cannot provide a light duty job, the supervisor must contact OHRM who will try to locate an alternative work assignment in another department. If an employee refuses a light duty assignment which is offered, workers' compensation benefits may be terminated. Funding of the employee's salary and leave accrual will remain in the home department. The employee's supervisor and OHRM will review the light duty assignment for continuation at the end of 30 calendar days.

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C. Notification to Employee on Pay and Compensation Options

Upon notification of a work absence, OHRM will issue a letter to the disabled employee informing him or her of the pay and compensation options provided by the South Carolina Workers' Compensation Law.

D. Notice of Election

1. The disabled employee must decide on an option which is available to him or her and which is advantageous to his or her personal circumstances. It is recommended that the employee consult by telephone with OHRM before electing an option because the direction taken can affect fringe benefits, earnings, service credit, etc. An employee's choice of option shall be irrevocable for the duration of his or her disability period.
2. An employee who chooses Option 1 or Option 3 will remain in the chosen option unless paid leave is exhausted. Upon exhaustion of available paid leave, the employee will revert automatically to Option 2.

E. Agreement as to Compensation

1. After the disabled employee's choice of option has been established, he or she will be required to sign a prepared agreement as to compensation to indicate paid leave and/or temporary total disability compensation payments. The agreement termination date, if not otherwise specified, depends upon the treating physician's declaration that the employee may return to work.
2. When the treating physician releases the employee for return to work, OHRM must be notified immediately by telephone regarding the specific date the employee will begin work.
3. Compensation shall cease:
 - a) When the injured employee returns to work upon the direction of the treating physician, at a pay rate equal to or greater than his average pay rate before injury.
 - b) If there is discovered any fraud or intent to deceive.
 - c) If the injured employee refuses employment which is suitable to his or her capacity and approved by the South Carolina Workers' Compensation Commission.
4. If an injured employee is unable to maintain his or her former responsibilities while recovering from the injury or because of disability from the injury, he or she may be able to accept other work. If he or she must accept less pay than his or her average pay rate before injury, the employee is entitled to compensation based on 66.67% of the difference in pay rate.

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F. Permanent Impairment

1. In the event that maximum medical improvement is attained and the injured employee exhibits evidence of a permanent disability or disfigurement, his or her treating physician will specify the amount of impairment upon the final treatment statement.
2. The South Carolina Workers' Compensation Commission will schedule a conference and notify the employee of the time, date, and location. If the employee cannot attend, he or she should notify OHRM to arrange an alternate date or location.

For more detailed information concerning Workers' Compensation, please contact the University's Office of Human Resource Management.

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SECTION: Employee Services and Benefits	Section: V
	Subject: C
SUBJECT: Tuition Assistance	Effective: 01/2011
	Approved: 02/17/11

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TUITION ASSISTANCE

Purpose

The purpose of tuition assistance is to develop a better educated workforce and provide for job enhancement opportunities within South Carolina State University. Applications for tuition assistance at South Carolina State University will be accepted and approved on a first-come, first-served basis regardless of race, color, religion, gender, age, national origin, disability, or veteran's status, in accordance with federal and state laws. The University is committed to providing all employees equal access to its programs.

Eligibility

All employees in FTE and Temporary Grant (P-14) positions who work at least 30 hours or more per week and who have at least six months of satisfactory service with the University in an FTE or Temporary Grant (P-14) position are eligible to participate in the Tuition Assistance Program. Employees in temporary positions are not eligible to participate in this Program. Employees must be in a South Carolina State University FTE or Temporary Grant (P-14) position at the time of enrollment in the course.

Guidelines

Tuition assistance at the University consists of the Tuition Waiver Program and the Tuition Reimbursement Program. The guidelines for both programs follow.

A. Tuition Waiver Program Guidelines

1. Eligible employees may take one three-hour credit course (four hours in the case of a lab course) per academic term, at no charge. However, a faculty member may not enroll in courses in a department for which he or she provides leadership or in a graduate course that he or she may teach at the University.

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2. Applications are accepted on a first-come, first-served basis based on space availability. Participants taking additional courses will pay the regular tuition rate in effect at the time of enrollment.
3. The payment of the regular tuition fee will be waived. However, the costs of other expenses incurred or required by the course such as books, equipment, supplies, laboratory or other fees, etc. will not be waived.
4. An enrolled employee who leaves the University will be allowed to continue in the course tuition free. However, he or she will not be permitted to enroll in additional courses under this Program.
5. Participants may enroll in a course for academic credit or may audit a course. Employees are encouraged to consult the appropriate graduate or undergraduate catalog for other regulations which may apply.
6. Employees who participate in the Tuition Waiver Program are required to work the normal number of hours in their work schedule. Department heads may accommodate variable work schedules for employees and/or allow them to use annual leave to accommodate class schedules. However, such schedules shall not interfere with the services of the University.
7. Employees must obtain approval for time off and/or variable work schedules from their supervisors in accordance with University policies. Courses should be scheduled outside of normal work hours whenever possible.
8. Employees must be admitted through the appropriate admissions process and complete a Tuition Waiver Application ([Form P-37](#)) for the Tuition Assistance Program.
9. Applications approved by the employing department must be sent to the Office of Human Resource Management (OHRM) at least one week prior to the end of the registration period for review of eligibility requirements and final approval or disapproval. Applications not received by the cutoff date will not be approved.
10. Final approval of the Tuition Waiver Application by OHRM does not register or enroll a participant in the requested course, nor does it guarantee admission as a student to South Carolina State University. Employees are personally responsible for applying for admission to the University and for receiving academic advisement.
11. Participants must present an approved Tuition Waiver Application ([Form P-37](#)) during the time of registration or during the pre-registration process, in order to have tuition waived.

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B. Tuition Reimbursement Program Guidelines

1. Tuition reimbursement may be provided for no more than six credit hours per academic term per employee.
2. Employees must pass the course(s) with a grade of “C” or higher to have tuition costs reimbursed by the University. Employees who fail the course(s) will not be reimbursed. This does not apply to courses which the University requires an employee to take.
3. Tuition reimbursement will be provided only to University employees who attend accredited institutions of higher learning offering courses within South Carolina and are accepted for admission to those institutions under the respective admissions policies and guidelines. Reimbursement of tuition to another institution will only be provided for courses that are not offered at South Carolina State University, unless the employee is required to attend the course as part of his or her job duties. (Employees who attend South Carolina State University shall follow the Tuition Waiver Program guidelines.) Courses must be taken for academic credit, but do not have to be taken toward the completion of a degree.
4. Tuition will be reimbursed in full by the University. However, the cost of books and any other fees will not be paid by the University unless the employee is required to attend the course as part of his or her job duties.
5. Tuition Reimbursement Applications ([Form P-38](#)) must be completed and approved prior to the start of the course. All applications must have the approval of the Human Resources Director and the Vice President of Finance.
6. Tuition reimbursement will not be available to employees receiving allowances from any other official sources, including the G. I. Bill, scholarships, grants-in-aid, etc.
7. Implementation of this Program is subject to availability of funds and consideration will be given on a first-come, first-served basis.
8. All tuition costs associated with attending classes will be the initial responsibility of the employee. Documentation of payment must be provided to the Vice President of Finance before the beginning of classes. Employees must bear any associated costs of the application and acceptance process. After the employee has successfully completed the class, he or she must provide an official copy of a grade and receipt of payment to the respective institution to the Vice President of Finance in order to be reimbursed by the University. The supporting documents must be presented no later than 15 calendar days after the course completion.

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9. Employees who attend classes at the request of the University must have written justification from their immediate supervisor, department head and Vice President (or applicable Division Head) before attending classes. The University will pay the tuition to the institution where the employee is to attend.
10. Courses subsidized through the Tuition Reimbursement Program must have a direct relationship to the employee's current job requirements or to career development opportunities within South Carolina State Government.
11. Selection for participation in the Tuition Reimbursement Program will be by the Vice President of Finance and will not be subject to appeal or review outside the University.
12. Resources received from the Tuition Reimbursement Program may be subject to Federal and State taxes. Each employee who receives tuition reimbursement is responsible for reporting any such tax consequences.

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SECTION: Employee Services and Benefits	Section: V
	Subject: D
SUBJECT: South Carolina State Health Insurance Program	Effective: 06/05/09
	Revised: 7/29/19

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SOUTH CAROLINA STATE HEALTH INSURANCE PROGRAM

The State of South Carolina has made group medical insurance available to all eligible employees and their eligible dependents. Employees have a choice of enrolling in the State Health Insurance Program whose administrator is currently Blue Cross/Blue Shield of South Carolina. The State Health Insurance Plan (Blue Cross/Blue Shield) is a self-insured program.

The State's Health Insurance Program is a comprehensive major medical program which operates on a calendar year basis, from January 1 through December 31. Employees may elect to enroll in a health insurance plan which includes spouse and/or dependents. Premiums are payroll deducted and based on the type of coverage desired.

Employees must be in an FTE position (or temporary grant position if provided for by the grant) to be eligible to enroll in the State Health Insurance Program. New employees must select health insurance coverage within 31 days of hire date. If not enrolled within 31 days of the date employment begins, employees can apply for coverage during an announced enrollment period every two years. The effective date of coverage for the State Health Insurance Plan or an HMO is the first of the month following the date of hire, unless the employee is hired on the first working day of the month.

Employees can change from one plan to another only during the annual enrollment period set forth by the PEBA. Any changes in coverage of eligible dependents must be done within 30 days of a change in family status.

- A. Decreases in coverage may be made upon a family status change and must be done within the 30-day time limit.
- B. Insurance changes due to marriage must be made within 30 days of the date of marriage.
- C. The addition of dependent children must be made within 30 days of birth, adoption or acquiring an eligible child (such as a foster child, niece, nephew, grandchild, etc.), as long as the child is age 0 - 18. If the child is age 19 - 25, he or she is eligible for coverage only if a full-time student or disabled. Only disabled children are eligible for coverage beyond age 25. Documentation of full-time student status or disability is required.

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- D. Name changes, address changes and social security number changes require the completion of a Universal Name and Address Change Form or a new Notice of Election (NOE) form signed by the employee.

Continuation of Coverage

A. Employee on Leave Without Pay

Employees who are approved for leave without pay may continue in force their insurance coverage by paying, in advance, the full amount of the monthly premium employee contribution. One check for each month of the one year's coverage which is allowed should be left in the Office of Human Resource Management before beginning a leave without pay status.

B. Retired Employees

Former employees who have retired through either service or disability retirement, who are receiving a retirement check and have at least five years' continuous service, may continue in the insurance program by transferring their coverage to the State Retiree Insurance Program. To be eligible for the Retiree Insurance Program, an employee must be eligible for a retirement check at the time of retirement.

1. Employees hired after July 1, 1984, with 5 - 10 years of service who wish to take advantage of a special service buy-in at age 55 with 25 years of service will be required to pay the State's portion of the premium as well as the payroll deduction amount.
2. At retirement, employees hired on or after May 2, 2008 must meet established insurance eligibility rules, and funding for their health insurance will be determined by calculating the number of years earned service with an employer participating in the state insurance program.
 - a. **Funded Retirees:** If an employee retires with 25 or more years of earned service credit, the state pays 100% of the employer's share of the premium. The retiree pays the retiree's share.
 - b. **Partially Funded Retirees:** If an employee retires with 15 years, but fewer than 25 years of earned service credit, the state pays 50% of the employer's share of the premium. The retiree pays the retiree's share plus the remaining 50% of the employer's contribution.
 - c. **Non-Funded Retirees:** If an employee retires with 5 years, but fewer than 15 years of earned service credit, the retiree pays the full premium. There is no state contribution.

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C. Terminated Employees

Employees who terminate from State employment have the option to continue coverage for a limited time period. COBRA coverage is available for an additional 18 months by paying the total cost of the appropriate monthly premium.

D. Incapacitated Children Over Age 18

Coverage may be continued for incapacitated children over age 18 provided the following information is submitted to OHRM within 31 days of an incapacitated child's 19th birthday: name of child, date of birth, physician's statement of incapacity, prognosis and type of incapacity. Additional information must be submitted annually for each child over age 19.

Life Insurance/Long-Term Disability

A. Basic Life Insurance

Each employee enrolled in the State Health Insurance Program is covered for life insurance and an additional accidental death and dismemberment benefit at no cost to the employee. The Basic Life Insurance Program provides \$3,000 life insurance coverage to all eligible employees under age 70 and \$1,500 to eligible employees age 70 or older.

B. Basic Long-Term Disability

The Basic Long-Term Disability Plan is provided free of charge by the State. The Plan is designed to help employees protect a portion of their income if they become disabled. The benefit waiting period is 90 days. This Plan is available to all eligible/active full-time employees.

C. Vision Care Program

This program offers employees discounted vision care services when they use participating ophthalmologists or optometrists. The program is not associated with any state health coverage, so all state employees and their dependents can take advantage of it.

D. State Vision Plan

Additional Benefit Programs

Supplemental Long Term Disability Insurance

Employees can purchase Supplemental Long Term Disability insurance to protect a greater portion of their income should they become disabled. Premiums are based on the employee's age and choice of plan.

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Employees who have any questions concerning the State Health Insurance Program or need information on filing claims should contact the University's Office of Human Resource Management.

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SECTION: Employee Services and Benefits	Section: V
	Subject: E
SUBJECT: Dental Insurance Program	Effective: 01/01/06
	Revised: 12/01/05

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DENTAL INSURANCE PROGRAM

Basic dental Coverage is provided for eligible State employees at no cost providing the eligibility requirements are met. Dependents may be covered for a premium, which will be payroll deducted. Coverage for the dental program is effective the first of the month following the date of hire, unless the employee is hired on the first working day of the month.

Dental Plus is an additional dental program that provides a higher level of coverage for dental services covered under the State Dental Plan. Dental Plus is not an offset program that pays what the State Dental Plan does not. Instead it covers the **same procedures and services** (except orthodontia) at the **same percentage rate of coverage** as the State Dental Plan, but at a **higher** allowance or dollar amount for the charges.

Eligibility Requirements

To be eligible for dental coverage an employee must be in a permanent position (or temporary grant position if covered by the grant) and work for at least 30 hours per week.

A Notice of Election (NOE) form must be completed within 31 days of the date of hire. If an employee chooses not to enroll during that time he or she will have to wait until the next enrollment period or within 31 days of a loss of coverage by a spouse. The State's dental plan is on a two year enrollment schedule. All dependents who are to be covered must be listed on the NOE. A premium deduction will be made for dependents.

Continuation of Coverage

A. Employee on Leave Without Pay

Employees who are approved for leave without pay may continue in force their dental insurance coverage by paying, in advance, the full amount of the monthly premium, including the State's portion. One check for each month should be left in the Office of Human Resource Management before beginning a leave without pay status.

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B. Retired Employees

Former employees who have retired through either service or disability retirement, who are receiving a retirement check and have at least five years continuous service, may continue in the Dental Insurance Program by transferring their coverage to the State Retiree Insurance Program. To be eligible for the Retiree Insurance Program, an employee must be eligible for a retirement check at the time of retirement. Employees hired after July 1, 1984, with 5 - 10 years of service who wish to take advantage of a special service buy-in at age 55 with 25 years of service will be required to pay the State's portion of the insurance premium as well as the payroll deduction amount.

C. Terminated Employees

Employees who terminate from State employment and wish to continue their dental coverage, must enroll for continued protection. An employee may choose to keep the dental coverage for a limited time period by paying the premiums.

Employees who have any questions concerning the Dental Insurance Program or need information on filing claims should contact the University's Office of Human Resource Management.

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SECTION: Employee Services and Benefits	Section: V
	Subject: F
SUBJECT: MoneyPlu\$	Effective: 01/01/06
	Revised: 12/01/05

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MONEYPLU\$

This flexible benefit plan allows employees to use their pretax dollars to pay for their state-offered insurance premiums, dependent care and unreimbursed medical expenses. The deductible and coinsurance can be paid by MoneyPlu\$.

MoneyPlu\$ allows deductions for Health, Dental, Dependent Care (Pre-School, After-School and Dependent Adult), Medical Spending Account and a Health Savings Account to be tax-exempt.

Election to participate in any part of the MoneyPlu\$ Program must be done within the first 31 days of employment and any subsequent changes must be done during an open enrollment period (usually October of each year). If the change qualifies as a family status change it may be done within 31 days of the change.

An administrative fee will be charged based on the program in which employees enroll.

Employees who have any questions concerning MoneyPlu\$ should contact the University's Office of Human Resource Management.

**SOUTH CAROLINA STATE UNIVERSITY
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SECTION: Employee Services and Benefits	Section: V
	Subject: G
SUBJECT: Life Insurance	Effective: 06/05/09
	Revised: 05/29/09

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LIFE INSURANCE

Basic Life Insurance

Each employee enrolled in the State Health Insurance Program is covered for life insurance at no cost to the employee. The Basic Life Insurance Program provides \$3,000 life insurance coverage to all eligible employees under age 70 and \$1,500 to eligible employees age 70 or older.

Dependent Life Insurance

Two levels of dependent life insurance coverage are available at the expense of the employee: (1) \$20,000 coverage on the spouse and (2) \$15,000 coverage on each child.

Optional Term Life Insurance

The State of South Carolina offers an optional term life insurance plan for its employees and is available to all full-time employees. Dependent spouses may have up to 50% of the coverage amount of the insured employee if approved through the designated medical questionnaire, not to exceed \$100,000 of coverage.

Monthly premiums are determined by the employee's age and the amount of insurance selected. To increase coverage during the annual enrollment period, the employee must provide medical evidence of good health and be approved by The Hartford. If approved, coverage will be effective on the first day of January of the year following the annual enrollment period.

There is a waiver of premium for one year if an employee is unable to work. At the end of one year, if the employee has not returned to work, he or she must begin premium payments. At retirement, the coverage may be kept at group rates to age 75 and premiums are paid directly to the applicable insurance company. Termination also allows the coverage to be converted to a direct-pay basis.

This plan also has a living benefit which provides 80% of the coverage to be paid if a terminal illness is diagnosed. Employees who have any questions concerning the State Optional Term Life Insurance Program or the Group Life Insurance Program or need information on filing claims should contact the University's Office of Human Resource Management.

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SECTION: Employee Services and Benefits	Section: V
	Subject: H
SUBJECT: United States Savings Bonds	Effective: 01/01/06
	Revised: 12/01/05

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UNITED STATES SAVINGS BONDS

United States Savings Bonds can be purchased through payroll deductions by all regular full-time employees of South Carolina State University.

Savings Bonds may be purchased in the following denominations:

<u>Savings Bond Amount</u>	<u>Purchase Price</u>
\$ 50.00	\$ 25.00
\$ 75.00	\$ 37.50
\$ 100.00	\$ 50.00
\$ 200.00	\$100.00
\$ 500.00	\$250.00
\$1,000.00	\$500.00

**SOUTH CAROLINA STATE UNIVERSITY
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SECTION: Employee Services and Benefits	Section: V
	Subject: I
SUBJECT: Deferred Compensation	Effective: 06/05/09
	Revised: 05/29/09

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DEFERRED COMPENSATION

The South Carolina Deferred Compensation Program (SCDCP) is under the specific jurisdiction of the South Carolina Deferred Compensation Commission, composed of several members appointed by the State Budget and Control Board.

Deferred Compensation is technically a State administered program wherein South Carolina public employees may direct their employer to set aside (or defer) a portion of their current earnings and direct that such earnings be held and invested by the State in a special tax sheltered savings and investment plan for their future financial needs. The tax advantages of this plan are designed to help employees in their long-range financial planning and are not available for short-term savings purposes.

For information on the SCDCP, employees may contact the University's Office of Human Resource Management or the Deferred Compensation Commission through ING, the SCDCP's record keeper and administrator, toll free at (866) 826-7283, or visit the SCDCP's Web site at <http://scrs.ingplans.com>.

**SOUTH CAROLINA STATE UNIVERSITY
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SECTION: Employee Development and Assistance Programs	Section: VI
	Subject: A
SUBJECT: Orientation of New Employees	Effective: 01/01/06
	Revised: 12/01/05

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ORIENTATION OF NEW EMPLOYEES

Goal

The New Employee Orientation Program is established to help new employees understand the history, organization, and mission of the University and to teach them its standards and goals. In addition, important policies, programs and benefits are reviewed with new employees.

Provisions

- A. For all new employees, the program is conducted twice per month. It is very important that the employee's supervisor make arrangements for all new employees to be present at the first session after employment. Several items of a critical nature to the new employee will be discussed.

- B. The New Employee Orientation Program will include information concerning the following subjects:
 - 1. Origin and aims of South Carolina State University
 - 2. Organization of the University
 - 3. General personnel policies and procedures
 - 4. Employee benefits (insurance enrollment, retirement, workers' compensation, etc.)
 - 5. Safety and Security
 - 6. Other information which may be valuable to new employees of the University

- C. It is the responsibility of the immediate supervisor to ensure that the new employee is given an opportunity to attend this session and also supplement this general indoctrination on a day-to-day basis with more specific training for the employee's job and department.

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SECTION: Employee Development and Assistance Programs	Section: VI
	Subject: B
SUBJECT: Staff Employee of the Year Program	Effective: 06/05/09
	Revised: 05/29/09

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STAFF EMPLOYEE OF THE YEAR PROGRAM

Purpose

The purpose of this program is to provide a method for the recognition of staff (non-faculty) employees of South Carolina State University who distinguish themselves by excellence in their performance and service to the University.

Eligibility for Nomination

Full-time employees of South Carolina State University in FTE positions, who demonstrate the ability to perform their duties in a recognizably outstanding manner, are eligible for nomination for Staff Employee of the Year.

Selection Committees

A. Division Outstanding Staff Employee Selection Committee Structure

1. An Outstanding Staff Employee will be selected for each of the Divisions of the University, which consist of Academic Affairs; Student Affairs; Finance, Facilities and Management Information Systems; Institutional Advancement; Office of the President; and Research and Economic Development.
2. The Vice President shall appoint an Outstanding Staff Employee Selection Committee consisting of three to five members of a cross-section of staff (non-faculty) employees in that Division.
3. In addition to selecting the Division Outstanding Staff Employee, the Committee should make necessary plans/preparations for extending recognition to that employee. The Committee should be advised by the staff member of the Division who has been appointed to serve on the University Staff Employee of the Year Selection Committee.

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SECTION: Employee Development and Assistance Programs	Section: VI
	Subject: C
SUBJECT: Employee Service Award Program	Effective: 01/01/06
	Revised: 12/01/05

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EMPLOYEE SERVICE AWARD PROGRAM

Purpose

To recognize and show appreciation to those State employees who have demonstrated their interest in serving the citizens of South Carolina through continued employment with State government.

Eligibility

State employees are eligible to receive the appropriate service award after completing 10, 20, 30, 40, and 50 years of service. For the purpose of this program, all employment with the state will be cumulative. If an employee leaves State service and later is re-employed, whether by South Carolina State University or by a different agency, the length of both periods of employment shall be added together in order to determine eligibility. However, only those periods of employment during which the employee was scheduled to work at least one-half of the employing agency's normal workweek may be counted. Acceptable service toward a State service award does not include (a) public school teaching, (b) out-of-state service, (c) military service, either before or after one had become a State employee, and (d) time while in leave without pay status.

Awards

During the year in which an employee reaches one of the service milestones set forth above, he or she will be awarded the appropriate service pin and certificate.

Administration

Each year, the University's Office of Human Resource Management will compile a listing of each of the University's employees who, according to its records, will reach a milestone during the year. The Office of Human Resource Management will provide the service pins and certificates which are presented to the employees at the annual Founder's Day Program.

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B. University Staff Employee of the Year Selection Committee Structure

1. The University Staff Employee of the Year Selection Committee will be composed of representatives as follows:
 - a) A Chairperson appointed by the President.
 - b) A Vice Chairperson appointed by the Chairperson.
 - c) Representatives from each of the Divisions appointed by the Vice President of that Division.
 - d) A representative from the University's Staff Senate.
 - e) The previous year's University Staff Employee of the Year.
2. Duties of the University Staff Employee of the Year Selection Committee members shall include (but are not limited to):
 - a) Reviewing Staff Employee of the Year selection procedures and recommending changes as appropriate.
 - b) Selecting the University Staff Employee of the Year and choosing an appropriate plaque to be presented to that employee.
 - c) Advising Division Outstanding Staff Employee Selection Committees on plans for recognition of their Outstanding Staff Employees.
 - d) Assisting the Chairperson in completing his or her duties.

University Staff Employee of the Year Selection Committee Chairperson

The Chairperson of the University Staff Employee of the Year Selection Committee will:

- A. Provide nomination forms to staff via University email on or before September 1 of the year preceding the year of selection.
- B. Obtain copies of the nomination forms of each Division Outstanding Staff Employee by January 15 of the selection year and distribute copies of same to each member of the University Staff Employee of the Year Selection Committee prior to the meeting date selected for voting. The meeting date shall be held between February 1 and February 15 of the selection year.

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- C. Make necessary preparation for the presentation of an award to the University Staff Employee of the Year.
- D. Perform other necessary duties as required.

Selection Schedules

The term for Division Outstanding Staff Employees and the University Staff Employee of the Year shall be for one year commencing on the date of the Founder's Day Program of the year in which they are selected. The selection schedule shall be as follows:

- A. Appointment of University Staff Employee of the Year Selection Committee Chairperson by August 1 of the year preceding selection.
- B. Nominations for outstanding staff employees submitted to Division Selection Committees by November 1 of the year preceding selection.
- C. Selection of Division Outstanding Staff Employees (and names submitted to the University Employee of the Year Selection Committee) by January 15 of each year.
- D. Recognition of Division Outstanding Staff Employees between January 16 and February 15 of each year.
- E. Selection of University Staff Employee of the Year by February 15 of each year.

Recognition of Division Outstanding Staff Employees and University Employee of the Year

A plaque will be awarded to the University Staff Employee of the Year and Division Outstanding Staff Employee at the Founder's Day Program (last Sunday in February) of the year selected.

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SECTION: Employee Development and Assistance Programs	Section: VI
	Subject: D
SUBJECT: Professional Development and Training	Effective: 06/05/09
	Revised: 05/29/09

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PROFESSIONAL DEVELOPMENT AND TRAINING

Purpose

South Carolina State University is committed to career development for all of its employees. The purpose of the Professional Development and Training Program is to provide University employees with relevant training opportunities that will allow them to improve their knowledge, skills, attitudes, and abilities thus becoming a more productive employee.

University Training and Development Programs

- A. South Carolina State University training and development programs have been designed and developed to:
 - 1. Encourage employees to sharpen skills by providing instruction and practice in work-related areas such as supervision, effective writing, computer use, etc.
 - 2. Improve interpersonal skills through human relations training and increase productivity by improving communications between supervisors and employees.
 - 3. Foster good employee relations and provide promotional opportunities by sponsoring programs that lead to greater job satisfaction.
 - 4. Provide information about University policy and procedures.
- B. All employees, regardless of employment status, experience or educational background, are eligible to participate in University training and development programs.
- C. All requests for training which is offered during an employee's scheduled work hours must have prior approval by his or her supervisor. However, supervisors are strongly encouraged to allow employees to participate in training programs.
- D. Training announcements are made well in advance of training sessions. Employees may register for training sessions online at www.scsu.edu/opdt.

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- E. Employees who successfully complete the requirements of training programs will receive a certificate of program completion.

Program Analysis

Annually the program is thoroughly analyzed and redesigned for the next fiscal year. The following steps are used in the program analysis.

- A. After each seminar/workshop the participants are requested to complete an evaluation form. The evaluation forms are gathered and reviewed. The results of this review are carefully evaluated and become an important source of information in planning future training programs.
- B. Annually, a training needs survey is sent to all employees. Employees are strongly encouraged to provide input for the training needs for the upcoming year.
- C. Professional Development personnel review all of the available information thoroughly and develop the program for the next fiscal year.

Agency Directed Training

- A. A basic objective of every position at South Carolina State University is to perform the duties and responsibilities of that position in the most productive and efficient manner possible. Departments and their employees are faced with constantly changing needs and requirements from both internal and external sources. To meet these changing needs and requirements and to meet the objective of providing efficient and productive service, the employee or his or her supervisor may find it necessary to have the employee take a specific course that will help improve the employee's performance in the present position or acquire skills necessary to perform additional duties to meet the University's needs.
- B. If the University directs the employee to undertake such training, then such training is to be considered as a work assignment. Under such an assignment, the time is compensable and the expenses of the training should be borne by the University.
- C. It is the responsibility of department heads to make sure that their program services are maintained and that the training assignment is truly related to the job duties and responsibilities of the participating employee.

Training Record

The Office of Professional Development and Training maintains a record of training courses completed by employees. Each employee is responsible for providing the Office with records of training programs in which they participate outside the University.

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SECTION: Employee Development and Assistance Programs	Section: VI
	Subject: E
SUBJECT: Employee Assistance Program	Effective: 01/01/06
	Revised: 12/01/05

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EMPLOYEE ASSISTANCE PROGRAM

South Carolina State University recognizes the dignity, value and contributions of all its employees. As such, the University assures administrative support for any employee experiencing personal difficulties that may result in personal stress or problems that could impact job performance.

Employees are encouraged to seek assistance through services provided by the Department of Vocational Rehabilitation Job Retention Program which provides confidential, professional assistance which will help them continue to be productive employees and to provide a safe and drug free workplace. Every employee is encouraged to use these services when the need arises.

Employees may contact the University's Office of Human Resource Management for information and/or referral or they may contact the Orangeburg Vocational Rehabilitation Department directly at 1661 Joe Jeffords Highway, SE, Orangeburg, South Carolina 29115. The telephone number of the Orangeburg Vocational Rehabilitation Department is (803) 534-4939.

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SECTION: Employee Development and Assistance Programs	Section: VI
	Subject: F
SUBJECT: Adoption Assistance Program	Effective: 06/05/09
	Revised: 07/29/19

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ADOPTION ASSISTANCE PROGRAM

Policy

It is the policy of the State of South Carolina, when available funds are appropriated, to provide certain financial assistance to eligible State employees to pay some of the expenses with adopting a child. Assistance is limited to the amount of funds authorized each year for the program.

The program is administered by the South Carolina (PEBA). Financial assistance will be provided after the adoption is final. The employee is responsible for the determination and payment of any tax liability that may result from participation in this program.

Eligibility

Full-time or part-time employees in FTE, temporary grant, or time-limited positions are eligible to participate in the Adoption Assistance Program. Employees must participate in PEBA and be employed when the adoption is finalized, when the application is submitted and when the benefit is paid.

Adoptee Eligibility

Assistance is available for a child who is younger than age 18 who is adopted from the United States or a foreign country. Assistance is not available for the adoption of a stepchild.

Financial Assistance

Financial assistance is provided up to \$10,000 in direct costs related to the adoption of a special needs child (one who is age 6 or older or who has a physical, mental or emotional disability). For any other child adoption, financial assistance up to \$5,000 is provided for direct costs related to the adoption. The maximum amount is based on eligible expenses directly relating to the adoption of the child and the amount authorized for the program. Eligible expenses include:

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- A. Medical costs, not paid by insurance, Medicaid, or other available resources, of the biological mother relating to the birth of the adoptive child;
- B. Medical costs, not paid by insurance, Medicaid, or other resources, of the child relating to the birth;
- C. Licensed adoption agency fees;
- D. Legal fees (attorney's fees and costs of legal proceedings);
- E. The fee for obtaining investigations and reports as required by South Carolina Code of Laws;
- F. The fee for individuals required to take the consent or relinquishment, as required by South Carolina Code of Laws;
- G. The fee of a guardian ad litem appointed pursuant to South Carolina Code of Laws;
- H. Reasonable fees to sending agencies as defined in South Carolina Code of Laws, the Interstate Compact on the Placement of Children; or
- I. Costs, as allowed for State employees when traveling on official business, for transportation, lodging, and food for both the adoptive child and the adoptive parents when necessary to complete the placement or adoption process, including obtaining physical custody of the adoptive child.

Procedure

Funds are paid directly to the employee after he provides proof of the eligible costs directly related to the adoption. The amount cannot be determined until the application period ends and the application review process is completed.

The application period is July through September each year for eligible employees who finalized an adoption the previous fiscal year (July 1 through June 30). Once the adoption is finalized through a court system, eligible employees need to contact EIP to request an application. An application must be received by the Employee Insurance Program no later than 5 p.m. on the last business day in September.

Further information related to the State Employee Adoption Program can be accessed at South Carolina PEBA website at <http://www.peba.sc.gov/>.

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SECTION: Employee Relations	Section: VII
	Subject: A
SUBJECT: Affirmative Action/Diversity Enhancement Policy	Effective: 11/01/10
	Revised: 10/25/10

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AFFIRMATIVE ACTION/DIVERSITY ENHANCEMENT POLICY

Affirmative Action Statement of Policy

This is to affirm that South Carolina State University recognizes that employees are the essential resource to the Institution. It is the policy of the University to provide equal opportunity to all present and future employees regardless of race, color, religion, sex, national origin, age, or disability. Also, it is the intention of the University to take positive measures, as outlined in the Affirmative Action Plan, to eliminate remaining disparities.

This statement applies to all personnel policies, practices and procedures including, but not limited to, recruiting, hiring, classification/compensation, benefits, promotions, transfers, layoffs, recall from layoffs, and educational, social or recreational programs of the University. The objective is equal opportunity and affirmative action is the method.

The Human Resources Director serves as the Equal Employment Opportunity Officer of the University. Full cooperation is expected of all administrators, division directors, college/school deans, department chairpersons and directors, faculty and staff in achieving the University's goals. The Affirmative Action Program remains in effect until these University goals are achieved.

Diversity Enhancement Statement of Policy

In keeping with its mission as an institution that "embraces diversity among its students, faculty, staff and programs," it is the policy of SC State to recruit, employ and retain a body of students, faculty and staff that is representative of our society which is diverse in terms of race, gender, age, ethnicity, religion, national origin, sexual orientation, disability and veterans status. Recognizing the value that the multiple factors of diversity add to an organization, the University will:

- A. Embrace, develop and enhance diversity among its student body, workforce, and in its programs; and incorporate it into its policies and procedures.
- B. Provide education to enlighten the University community on issues related to diversity (e.g., diversity training, promoting cross-cultural awareness, incorporating diversity into University activities, etc.).

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SECTION: Employee Relations	Section: VII
	Subject: B
SUBJECT: Americans With Disabilities Act (ADA)	Effective: 01/01/06
	Revised: 12/01/05

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AMERICANS WITH DISABILITIES ACT (ADA)

Purpose

The Americans with Disabilities Act (ADA) forbids discrimination by covered entities, including state and local governmental units (public entities) against qualified individuals with disabilities. As defined by the Act a “qualified individual with a disability” is an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or desires. Likewise, the Act provides that no qualified individual may be excluded from participation in or be denied the benefits of services, programs or activities of a public entity or be subjected to discrimination by any such entity.

Policy and Procedures

It is the policy of South Carolina State University that no qualified individual shall be discriminated against in terms or conditions of employment or in participation in any of the programs administered by the University.

To ensure that the policy stated above is fully and fairly implemented, the following procedures have been adopted to deal with those instances in which an employee, prospective employee, participant or applicant for participation in any of the programs administered by the University believes that he or she has been discriminated against because of his or her disability.

ADA Compliance Officer

It is the duty of the University’s ADA Compliance Officer to ensure that the employment practices and the procedures utilized by the University in the administration of its various programs are non-discriminatory both as written and in their application as to persons with disabilities. The ADA Compliance Officer is responsible for investigating all complaints of discrimination under the Act.

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Complaint Procedures

- A. Any individual who believes that he or she has been discriminated against by the University either in its employment practices or in the administration of any of its programs may file a complaint with the ADA Compliance Officer. Such complaint may be filed in writing, verbally, or through an interpreter, and should identify the action which is alleged to be discriminatory, the nature of the discrimination alleged, the time and place of the discriminatory action, and the nature of the relief sought by the complainant.

- B. The ADA Compliance Officer shall thoroughly investigate all allegations of discrimination under the Act and shall prepare a written report as to the findings of each such investigation. In the event that it is determined that the complainant has been discriminated against in violation of the Act, the ADA Compliance Officer shall implement any and all actions as shall be reasonably required to correct the discrimination complaint. In making the determination and in implementing the actions described above, the ADA Compliance Officer shall consult with University officials and/or other employees as the ADA Compliance Officer deems necessary.

- C. In instances in which discrimination under the Act is found to have occurred, the ADA Compliance Officer shall recommend to the President such remedial action as shall be required to ensure that such discriminatory action is not repeated. The recommendation may include that appropriate disciplinary action be taken against any employee of the University who has been found to have intentionally or knowingly discriminated against a qualified individual in violation of the Act.

Appeals

Any person who has filed a complaint with the ADA Compliance Officer and who disagrees with the determination made with respect to such complaint may appeal that determination to the President of South Carolina State University.

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SECTION: Employee Relations	Section: VII
	Subject: C
SUBJECT: Employee Conduct	Effective: 01/01/06
	Revised: 12/01/05

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EMPLOYEE CONDUCT

South Carolina State University expects that employees will consistently render loyal and efficient service. Moreover, it is expected that employees' conduct will not reflect unfavorably on the University. Some of the basic responsibilities which are common to all positions include being reliable in attendance, returning promptly from lunch and rest periods, and notifying the supervisor immediately when unable to be at work.

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SECTION: Employee Relations	Section: VII
	Subject: C.1
SUBJECT: Ethical Conduct	Effective: 01/01/06
	Revised: 12/01/05

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ETHICAL CONDUCT

Definitions

“*Employee*” means a person employed by South Carolina State University.

“*Family member*” means an individual who is the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild.

“*Gift*” means anything of value, including entertainment, food, beverage, travel, and lodging given or paid to an employee where consideration of equal or greater value is not received. A gift includes a rebate or discount on the price of anything of value unless it is made in the ordinary course of business without regard to the employee’s affiliation with the University.

“*The University*” refers to South Carolina State University.

Compliance with Law

All University employees are expected to conduct themselves and to perform their duties in a manner which is consistent with all federal and state laws, including any applicable provisions of the State Ethics, Government Accountability, and Campaign Reform Act (“the Act”) and its regulations and interpretive opinions. Should a conflict arise between a University policy and a federal or state law, including the Act, the provisions of the law will take precedence.

Conflicts of Interest

The University expects its employees to consistently render loyal and efficient service. Accordingly, University employees may not:

- Accept any work or compensation that could be reasonably construed as in conflict with the interests of the University. Acceptance of such work or compensation may be grounds for disciplinary action or termination;

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- Engage directly or indirectly in any business transaction or private arrangement for the profit of the employee or the employee's family member which accrues from, or is based upon, the employee's position or authority with the University;
- Participate in the negotiation or decision to award any contractor or settle any claim or charges in any contract with or for any entity in which the employee or the employee's family member has a financial or personal interest; or
- Use University equipment, supplies, or property for private gain, or for other than University-related and authorized purposes.
- All University employees are expected to adhere to and follow the rules of conduct as outlined in the Ethics Reform Act. Anyone who is found guilty of violating these rules, in addition to being discharged from the University, is also subject to prosecution by the State Ethics Commission and the Attorney General's Office.
- A University employee may not knowingly use his official office, membership, or employment or develop, participate in developing or attempt to use his office, membership, or employment to influence a government decision to obtain an economic interest of \$50 or more, for himself a member of his immediate family, an individual with whom he is associated, or a business with which he is associated.
- A vendor or individual may not directly or indirectly give, offer, or promise any thing of value to University employees with the intent to influence the public official's, public member's, or public employee's official responsibilities; University employees may neither demand, solicit, nor accept anything of value for himself or for another person.
- University employees may not receive money in addition to that received in his official capacity for advice or assistance given in the course of his employment as an employee of the University.
- University employees may not disclose confidential information gained as a result of his responsibility as an employee that would affect an economic interest held by himself, a member of his immediate family, an individual with whom he is associated, or a business which he is associated.

Gifts and Payments

The University prohibits giving or accepting gifts to influence decisions or to take advantage of a relationship with an affiliate of the University. Therefore, University employees may not:

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- Accept any gift or compensation from any group or organization with which the University has/had a contract for goods or services; or
- Accept an honorarium or other gift for services rendered on state time, at state expense, or in their capacity as an employee of the University. However, offers of modest amounts which have historically been offered in appreciation of a University employee's help or services, such as honorariums, may be received by the University.

Goods and Services

Providers of goods and services to the University will be selected on the basis of price, quality, and reliability. All transactions with persons or entities outside the University will be entered into and conducted within the framework established and controlled by the University, including the South Carolina State University Procurement Policy.

Infractions

Despite any penalty that may be provided for by law, the University may take disciplinary action, up to and including termination of employment, when an employee violates this policy and/or federal or state laws, including the Act.

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SECTION: Employee Relations	Section: VII
	Subject: C.2
SUBJECT: Official Information	Effective: 01/01/06
	Revised: 12/01/05

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OFFICIAL INFORMATION

Except as specifically authorized to do so, employees shall not disclose any official information of which they have knowledge, which is of a confidential nature, which represents a matter of trust, and/or which comes into their possession as a result of their employment with South Carolina State University.

Requests from any media source (newspaper, television, radio, etc.) are to be directed to the University Relations and Marketing Department for release of official statements concerning University activities. (See the Institutional Advancement Division's Public Relations/Media Policy for additional guidelines.)

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SECTION: Employee Relations	Section: VII
	Subject: C.3
SUBJECT: Dress Code	Effective: 06/05/09
	Revised: 05/29/09

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POLICY

It is the policy of South Carolina State University that each employee's dress, grooming, and personal hygiene should be appropriate for the work situation.

- A. Employees are expected at all times to present a professional, businesslike image to students, family, customers, prospective students, and the public. Acceptable personal appearance is an ongoing requirement of employment with South Carolina State University. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
- B. Employees who have regular contact with the public are expected to dress in a manner that is normally acceptable in similar business establishments.
- C. Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.
- D. At its discretion, South Carolina State University may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.
- E. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the campus. Employees will not be compensated for any work time missed because of failure to comply with this policy. (Employees will be required to take appropriate annual leave or leave without pay.) Violations of this policy may also result in disciplinary action.
- F. Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.

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SECTION: Employee Relations	Section: VII
	Subject: C.4
SUBJECT: Telephone Use	Effective: 01/01/06
	Revised: 12/01/05

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TELEPHONE USE

Purpose

The purpose of this policy is to provide guidelines concerning the proper use of South Carolina State Government telephone systems and, simultaneously, to guard against abuse of telephone usage.

General

Office telephones are to be used for conducting official business. It is recognized that employees occasionally must make personal calls during work hours. However, excessive use of telephones for personal business is prohibited. Under no circumstances are personal long distance calls to be charged to state telephone numbers. It is your responsibility to ensure that you use the telephone properly. Employees who misuse telephones will be subject to disciplinary action.

Policy

- A. The use of State government telephone services is limited to official business. In addition to official business calls, the following non-business telephone calls are allowed within this policy:
1. Calls to notify the family, physician, etc., when an employee is injured on the job.
 2. Calls to notify family of a schedule change when an employee traveling on State government business is delayed due to official business or a transportation delay.
 3. An employee, traveling in the United States for more than one night on State government business, makes a brief call to his or her residence (not more than one call per day).
 4. An employee is required to work overtime without advance notice and calls within the local commuting area (the area from which the employee regularly commutes) to advise his or her family of the change in schedule or to make alternate transportation or child care arrangements.

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5. An employee makes a brief daily call to locations within the local commuting area to speak to a spouse or minor children (or those responsible for them, i.e., a school or day care center) to make certain of their well-being and/or safety.
 6. The employee makes brief calls to locations within the local commuting area that can be reached only during normal working hours, such as a local government agency or a physician.
 7. An employee makes brief calls to locations within the local commuting area to arrange for emergency repairs to his or her residence or automobile.
 8. A call that reasonably could not be made at another time if it is of moderate duration and it does not adversely affect the performance of the State telephone systems (e.g., unauthorized calls, made in rapid succession, to call-in contests on radio stations are detrimental to telephone system service levels).
- B. Personal calls that must be made during normal working hours may be made over the commercial long distance network if the call satisfies the guidelines above and one of the following provisions:
1. It is charged to the employee's home telephone number or other non-State government number.
 2. It is made to a toll-free number.
 3. It is charged to the party being called if it is a non-State government entity.
 4. It is charged to a personal credit card.
- C. All personal calls are to be kept to a minimum in number and length. Supervisors are to administer appropriate disciplinary action to employees who abuse telephone services by making an excessive number of calls or talking for lengthy periods of time.
- D. Collect calls will not be accepted, except by officers or individuals authorized to receive such calls.

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SECTION: Employee Relations	Section: VII
	Subject: C.5
SUBJECT: Use of Equipment, Supplies and State Records	Effective: 01/01/06
	Revised: 12/01/05

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USE OF EQUIPMENT, SUPPLIES AND STATE RECORDS

Equipment, supplies, state records and similar resources belonging to South Carolina State University are to be used solely for conducting official University business. It is the responsibility of each employee to ensure that all University property is not abused, misused, or removed from the premises to which it has been assigned. Any employee who violates this policy will be subject to disciplinary action.

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SECTION: Employee Relations	Section: VII
	Subject: C.6
SUBJECT: Solicitation and Distribution	Effective: 01/01/06
	Revised: 12/01/05

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SOLICITATION AND DISTRIBUTION

Purpose and Scope

The purpose of this policy is to provide fair and equitable treatment of all private agencies, vendors, companies, charitable organizations, representatives, and/or individuals desiring to promote and solicit services, contributions, products, programs, or distribute materials to South Carolina State University employees.

General Provisions

- A. No vendor, individual, or representative shall be permitted to contact or meet with employees during normal working hours nor will they be allowed to distribute literature or any materials during normal working hours except with the written approval of the University's Human Resources Director as the President's designee.
- B. Only one representative of a parent company, agency, or organization shall be permitted to promote, solicit or service their products to University employees.
- C. A written, detailed proposal describing the services, products, or programs to be offered must be presented to the Human Resources Director for review. If in the judgment of the Human Resources Director the service, product, or program could be beneficial to a significant number of University employees, the representative may be authorized to promote it. However, the University will not assume any responsibility as to the validity or reliability of the agency, vendor, company, representative, or individual, its services, products or programs.
- D. When a program is authorized for presentation to University employees, the Human Resources Director or designee will provide the representative with an official letter outlining the date, time, and place of approved meeting.
- E. Parameters for meetings and the distribution and posting of literature shall be defined by the Human Resources Director or designee.

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- F. Employees participating in solicitation activities in violation of this policy will be subject to disciplinary action.

- G. The unauthorized solicitation of employees may result in the company or representative being denied future access to employees as provided under this policy.

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SECTION: Employee Relations	Section: VII
	Subject: C.7
SUBJECT: Political Activities of Employees	Effective: 01/01/06
	Revised: 12/01/05

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POLITICAL ACTIVITIES OF EMPLOYEES

Policy

South Carolina State University recognizes that as responsible members of their communities, its employees undertake civic duties and participate in political life at the local, state and national levels. The University policy related to such matters is that any employee may seek election to hold public office provided such actions are in compliance with all state and federal laws and regulations and in accordance with the following guidelines:

A. Running for Public Office

Any employee who desires to run for public office will be required to take leave without pay if it is determined by the Vice President (or applicable Division Head) that such activity impinges upon the fulfillment of the employee's University responsibilities. Appeals of such determinations may be made within one week to the President.

B. Holding Public Office

Should the responsibilities of holding public office adversely affect the fulfillment of University responsibilities, the employee elected to such a public office shall either take a leave of absence without pay for the period of active service or resign his or her position prior to assuming office. Requests for leave without pay are to be made in accordance with University policy and procedures. Such requests will be considered on an individual basis by the Vice President (or applicable Division Head) and will be granted if it is determined that approval of the request will not negatively affect the University. Appeals of such determination may be made within one week to the President.

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SECTION: Employee Relations	Section: VII
	Subject: D.1
SUBJECT: Drug-Free Workplace Policy	Effective: 06/05/09
	Revised: 05/29/09

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DRUG-FREE WORKPLACE POLICY

Purpose and Scope

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. The purpose of this policy is to inform employees of the University's intent and obligation to provide a drug-free, safe and secure work environment. This policy applies to all employees regardless of employment status (i.e., FTE, probationary, temporary, temporary grant or time limited position).

Policy

- A. The unlawful use, possession, manufacture, distribution or dispensation of alcohol or illegal drugs on University property or while conducting University business off premises is absolutely prohibited. Reporting to work under the influence of alcohol or illegal drugs is also prohibited. Violations of this policy will result in disciplinary action up to and including termination and may result in referral for prosecution.
- B. Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring in the workplace or as part of any University activity. A report of a conviction must be made within five days after the conviction to the employee's supervisor and to the University's Human Resources Director or designee. Failure by the employee to notify the University as stated will result in disciplinary action up to and including termination. The University may require completion of an appropriate rehabilitation program as a disciplinary action.
- C. Non work-related convictions may result in disciplinary action, up to and including termination.
- D. The University acknowledges and will comply with the Act on Alcoholism, Section 8-11-110 of the 1976 South Carolina Code of Laws, as amended.

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Employee Assistance

- A. The University recognizes alcoholism and drug addiction as major health problems and treatable social illnesses. The University also recognizes drug abuse as a potential health, safety and security problem. Employees in need of counseling or treatment are encouraged to seek assistance through State services provided by the Department of Vocational Rehabilitation, the Department of Alcohol and Drug Abuse Services and the State Group Health Insurance Plans, as appropriate. Employees may contact the Office of Human Resource Management for information on any of these programs or they may personally contact agencies which provide treatment and rehabilitation.

- B. Employees may voluntarily submit themselves for professional help through a treatment or rehabilitation program or they may be referred by their supervisor. Participation in such a program will not jeopardize an employee's job. However, participation will not relieve an employee of the responsibility of reporting to work timely or performing assigned duties safely and efficiently.

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SECTION: Employee Relations	Section: VII
	Subject: D.2
SUBJECT: Drug and Alcohol Policy for Campus Police Officers	Effective: 06/05/09
	Revised: 05/29/09

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DRUG AND ALCOHOL POLICY FOR CAMPUS POLICE OFFICERS

Purpose and Scope

The purpose of this policy is to inform South Carolina State University Campus Police Department employees of the drug and alcohol testing policy for sworn campus police officers. This policy outlines the drug and alcohol screening process and the procedures and standards for conducting drug and alcohol testing on officers and applicants for officer positions.

Policy

As outlined in the University's Drug-Free Workplace Policy (Section VII, Subject D.1) of this manual, employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the intent and obligation of the University to provide a drug-free, safe, and secure work environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University premises or while conducting University business off premises is absolutely prohibited.

The policy becomes even more forceful due to the sensitive nature of the Campus Police Department's overall mission and the effect the actions of its officers can have on the public safety, health and welfare of the University's population and the general public. When officers are involved in illegal drug use and drug activity, and/or are impaired by the effects of alcohol, the lives and safety of others are endangered. Additionally, the safety of the University's vehicles is compromised. The threat imposed by an officer who may be a drug user is so great as to warrant a mandatory drug and alcohol testing policy.

The University requires that an individual recommended for a position as an officer be subjected to testing for controlled substances use before that individual becomes employed in that position.

Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences.

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Prohibited Activity

The following prohibitions will apply to all applicants for officer positions and all officers on staff who are in FTE, probationary and temporary positions, while on or off duty and violations may result in disciplinary action in accordance with the University's Progressive Discipline Policy.

- A. No officer shall illegally possess, ingest or be under the influence of any controlled substance.
- B. No officer shall ingest any controlled substance, unless as prescribed by a licensed medical practitioner.
 - 1. Officers shall notify their immediate supervisor when required to use prescription medicine which they have been informed has the potential to impair job performance. The officer shall advise the supervisor of the known side effects of such medication and the prescribed period of use.
 - 2. An officer may be temporarily reassigned to other duties or may be placed on leave while on prescribed medication, if no other duty is available.
- C. No officer shall buy, sell or solicit to buy or sell, transport or possess alcohol or illegal drugs while on duty and/or conducting University business on or off the University's premises.
- D. No officer shall use, possess or be under the influence of alcohol or illegal drugs at any time while on duty and/or conducting University business on or off the University's premises (including medications containing alcohol except where medically valid).
- E. No officer shall use or be under the influence of legal drugs while on duty and/or conducting University business, if such use can adversely affect job performance.
- F. No officer shall perform a safety-sensitive function within four (4) hours of ingesting alcohol, including but not limited to driving a University vehicle.
- G. No officer shall test positive for drugs and/or alcohol.
- H. No officer shall refuse to be tested for drugs and/or alcohol as defined by this policy.
- I. No officer shall violate applicable federal, state and/or local laws governing the use of drugs and/or alcohol.

Required Testing

Types of drugs to be tested include marijuana, cocaine, amphetamines, opiates, phencyclidine and alcohol. Drug and alcohol testing consists of pre-employment testing, random testing, reasonable suspicion testing, return to duty testing and follow-up testing.

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A. Pre-Employment Testing

1. The designated Campus Police Department official in consultation with the Brooks Health Center will coordinate applicant drug testing when an employee selection is made. The applicant will not be notified in advance of the actual date and time of his or her drug test.
2. An applicant shall be disqualified from further consideration for employment for the following reasons:
 - a) Refusal to submit to a required drug test; or
 - b) A confirmed positive drug test indicating drug use prohibited by this policy.

B. Random Drug and Alcohol Testing

1. Officers will be selected for testing on an unannounced random basis. The designated Campus Police Department official will notify selected officers the day of the scheduled test and officers must adjust their personal schedules. If the supervisor verifies that an officer is not available due to an unavoidable work conflict, another officer will be selected. Supervisors will document unavailability of officers. Officers may undergo more than one random test in any 12-month cycle.
2. Officers who test positive or refuse to submit to a drug or alcohol test will be subject to disciplinary action up to and including termination.

C. Reasonable Suspicion Testing

1. If an officer's supervisor or Campus Police Department official suspects that officer of using drugs or alcohol, that supervisor or official will gather all information and circumstances leading to and supporting this suspicion. Observations for alcohol and/or controlled substance testing for reasonable suspicion shall be made by a supervisor or Campus Police Department official who has received training on the indications of probable alcohol and controlled substance use. When observations of this nature are made, the supervisor or official will obtain the concurrence of another supervisor, if it is feasible to do so.
2. Documentation of the information and circumstances will be provided to the Chief of Campus Police, who will advise the Human Resources Director and/or other appropriate officials. Together they will determine whether the officer should be tested.
3. If an officer is tested for controlled substance use due to reasonable suspicion, he or she shall be suspended pending the results of the test. If the test is positive, the established disciplinary policy will be followed. If the test is negative, the officer shall return to his or her regular work without disciplinary penalty. If the officer was suspended pending the results of the test, he or she will receive all back pay for the regular duty time for which he or she was required to be absent.

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D. Return-to-Duty Testing

1. The Chief of Campus Police shall ensure that before an officer returns to duty after engaging in prohibited conduct regarding alcohol misuse, the officer shall undergo a return-to-duty alcohol test with a result indicating a zero-tolerance level of alcohol.
2. The Chief shall also ensure that before an officer returns to duty after engaging in prohibited conduct regarding controlled substance use, the officer shall undergo a return-to-duty controlled substance test with a result indicating a verified negative result for controlled substance use.

E. Follow-up Testing

1. Following a determination that an officer is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the Chief of Campus Police shall ensure that the officer is subject to unannounced follow-up alcohol and/or controlled substance testing for up to one year after participating in a counseling or rehabilitation program. There is no maximum number of follow-up alcohol or controlled substance tests which can be conducted during the one year period.
2. An official in both the Campus Police Department and the Office of Human Resource Management shall be responsible for keeping a record of who needs follow-up testing and ensuring that follow-up testing is done.

Collection, Testing and Reporting Procedures

A. Collection

1. After presentation of suitable photographic identification by the applicant/officer, designated Brooks Health Center staff will collect the specimen and forward it to the laboratory. Laboratory personnel will conduct the drug and alcohol testing. The Director of Brooks Health Center will serve as the primary contact with the laboratory.
2. During the collection phase, each applicant/officer will be provided with a specimen collection kit. Brooks Health Center staff will have the individual sign for receipt of this kit and will have the individual initial all identifying marks placed on any container or item in the kit by the Brooks Health Center staff.
3. The applicant/officer will be required to remove any unnecessary clothing (e.g., coat, jacket, sweater, etc.) that might conceal items or substances that could be used to alter the urine specimen or substitute a different specimen.
4. The applicant/officer should be allowed privacy when giving urine samples unless there is reason to believe that he or she may alter or substitute the specimen to be provided. Direct observation by an authorized individual of the same gender may be employed in urine collection if reasonable suspicion is present. Reasonable suspicion under these circumstances shall include:

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- a) selection of an applicant/officer for testing based on the criteria outlined in the “Reasonable Suspicion Testing” section of this policy;
 - b) testing as part of, or as a follow-up to, counseling or rehabilitation for drug use; and
 - c) evidence that an officer has tampered with a previous specimen.
5. Where the applicant/officer appears unable or unwilling to give a specimen at the time of the drug test, testing personnel shall document the circumstances on the drug test report form. The applicant/officer shall be permitted no more than three hours to give a sample on site. Reasonable amounts of water and/or other acceptable liquids may be given to an applicant/officer to encourage urination. Failure to submit a sample shall be considered a refusal to submit to a drug test.
6. In the event an officer is unable to provide an adequate amount of breath for the initial or confirming alcohol test after several attempts, the officer may be required to submit to an evaluation by a licensed medical physician at his or her own expense, to determine whether a valid medical condition exists. If it is determined that a valid medical condition exists, the officer may be found to be unsuitable for work due to medical reasons. If it is determined that there is no valid medical condition, it shall be noted by testing personnel and reported to the Chief of Campus Police as a failure to submit.

B. Medical Information Disclosure

At the time of collection, the donor will confidentially identify to the designated Brooks Health Center staff any prescription or non-prescription medication ingested in the past several weeks.

C. Drug and Alcohol Testing

1. The laboratory will follow drug and alcohol collection and testing procedures that will include a split sample, ensure confidentiality, security and proper specimen identification and test results.
2. The Director of Brooks Health Center will review all drug and alcohol reports and will notify the Human Resources Director and the Chief of Campus Police of results.
3. The Director of Brooks Health Center will investigate positive test results. He or she will then prepare a memorandum detailing the results for the applicant’s/officer’s record which will include a copy of the laboratory report and submit a copy to both the Human Resources Director and the Chief of Campus Police. If there is a positive finding the Human Resources Director and the Chief will review the information and determine appropriate action. The Chief will inform the applicant/officer in writing of the results as soon as possible and advise the applicant/officer of the consequences of such results.

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4. An applicant/officer who tests positive will be afforded the opportunity to consult with the Chief of Campus Police. He or she is not entitled to a hearing but only an opportunity to provide oral or written information which supports a justifiable reason for a positive test result. Information may include, but not be limited to, a valid prescription or an affidavit from a doctor verifying a valid prescription or medical reason.
5. An applicant/officer may request a reanalysis of the specimen by the laboratory. Under split-sample collection procedures the applicant/officer has 72 hours following notification of a positive result to request the secondary sample be analyzed. Tests performed on the secondary sample will be paid for by the applicant/officer.

Record Keeping

- A. The Office of Human Resource Management will be responsible for keeping the records of results of the lab testing in accordance with federal regulations. Only those test results records necessary for compliance with this policy will be maintained. Results of tests will be kept on file, however, the results will not be disclosed without the prior written consent of the applicant/officer except to the following:
 1. An employee assistance professional, when the employee is receiving counseling or treatment or is otherwise participating in a rehabilitation program.
 2. A court of competent jurisdiction pursuant to an order of the court.
 3. An administrative agency, to defend against any challenge to an adverse personnel action.
 4. Prosecuting officials, where prospective charges are considered or other disclosure necessary to effect criminal charges.
 5. South Carolina State University General Counsel and/or outside counsel representing the University.
 6. University officials who need the information to administer this policy or to recommend or carry out disciplinary action.

Training and Counseling

- A. Training Requirements
 1. Supervisors must be given training on the signs and symptoms of alcohol and drug abuse to assist in making determinations for reasonable suspicion testing. The training program will include the effects of drug and alcohol use on personal health, safety and the work environment and the behavioral indications of drug use/abuse.

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2. The Staff Development and Training Office shall provide adequate training and educational material to all employees whose positions are covered by this policy. The content may include but not be limited to:
 - a) The effects of drugs and alcohol on an individual's health, work and personal life.
 - b) The signs and symptoms of a drug and/or alcohol problem.
 - c) The available methods of intervention when a problem does exist.

B. Employee Assistance

1. A supervisor or Campus Police Department official may refer an officer engaging in any conduct that is prohibited by this policy to the Human Resources Director. The Human Resources Director will refer the officer to a rehabilitation or treatment organization for assistance by substance abuse professionals and/or counselors in evaluating and resolving a drug and/or alcohol problem.
2. The supervisor and/or Campus Police Department official will monitor the progress of officers referred for assistance both during and after the rehabilitation period.
3. Participation in such a rehabilitation or treatment program will not jeopardize an officer's job. However, participation will not relieve an officer of the responsibility of reporting to work timely or performing assigned duties safely and efficiently.

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SECTION: Employee Relations	Section: VII
	Subject: E
SUBJECT: Smoke Free Policy	Effective: 08/01/08
	Established: 08/01/08

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SMOKE FREE POLICY

According to the Surgeon General's Report of 2006, the Environmental Protection Agency of 1992, the South Carolina Clean Indoor Act of 1990, and the Federal Protection Children Act of 1994, tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings and therefore, South Carolina State University is committed to eliminating all risks of exposure to secondhand smoke by deeming its campus to be 100% smoke and tobacco free. This Policy covers all administrators, students, faculty, staff and visitors and includes all South Carolina State facilities, owned and/or leased regardless of location. More specifically, this policy will:

- A. Prohibit the sale of cigarettes or tobacco products by students, faculty, staff and visitors.
- B. Provide information on and access to cessation services prior to enactment of policy to allow smokers who wish to quit smoking an opportunity to adapt to this smoke-free policy.
- C. Prohibit smoking and use of all tobacco products in all South Carolina State owned or leased buildings, buildings on University owned land, all University vehicles and in designated outdoor areas including:
 - 1. Entrances, balconies, decks, patios and outside stairways to buildings and outdoor passageways to entrances, decks, patios and stairways;
 - 2. Within 25 feet of a building or an air intake unit/opening;
 - 3. Courtyards or other areas where air circulation may be impeded by architectural, landscaping or other barriers;
 - 4. Outdoor entry or service lines, such as for ticket purchases, event admissions, bus stops, ATMs, etc.;
 - 5. Outdoor seating areas on campus;

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6. Outdoor areas where there is fixed seating such as Oliver C. Dawson Bulldog Stadium, tennis courts, softball field, etc.; and
7. Areas that are reserved for events that do not have fixed seating but for which the sponsor determines that the interests of nonsmokers need to be protected, such as outdoor concerts, University receptions, etc.

ENFORCEMENT

Copies of this Smoke Free Policy will be included in all personnel policies, orientation material for new students, faculty and staff, contractual agreements for companies and individuals providing services to South Carolina State University and all recruitment materials.

Enforcement for the policy is the responsibility of each member of the South Carolina State University community. Administrators, faculty, staff and/or students are expected to enforce the policy for their facilities and/or sponsored activities.

Violations of this policy are covered by existing faculty and staff employment policies and student conduct regulations and as such will be responded to within the realm, responses and consequences allowed by those policies and procedures.

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SECTION: Employee Relations	Section: VII
	Subject: F
SUBJECT: Missing Funds/Missing Property	Effective: 01/01/06
	Revised: 12/01/05

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MISSING FUNDS/MISSING PROPERTY

Missing Funds

Whenever it is determined that there is a shortage of any departmental funds, the Department Head and the Vice President (or applicable Division Head) must be notified immediately. The department head will be responsible for notifying the Internal Auditor of the situation. The Internal Auditor will investigate the situation thoroughly. If the missing funds cannot be accounted for, the Internal Auditor will notify the Vice President of Finance for possible insurance recovery.

Missing Property

If property is missing and theft is either suspected or admitted, the Department Head and the Vice President must be notified immediately. The Department Head will be responsible for notifying the Chief of Campus Police. If the missing property cannot be found or recovered or if destroyed or damaged, the Chief of Campus Police will notify the Vice President of Finance for insurance purposes.

Disciplinary Action

If it is determined that wrong doing has taken place and it can be clearly established who was responsible for the act (missing funds and/or missing property), then appropriate disciplinary action shall be taken in accordance with the University's Progressive Discipline Policy. Departments must discuss the situation with the Office of Human Resource Management before issuing discipline.

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SECTION: Employee Relations	Section: VII
	Subject: G
SUBJECT: Employee Performance Management System (EPMS)	Effective: 01/17/13
	Revised: 10/17/12

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EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM (EPMS)

Policy

It is the policy of South Carolina State University that every employee be made aware of the responsibilities of his or her job and be given an ongoing, objective, constructive evaluation of his or her performance.

Purpose and Scope

South Carolina State University's Employee Performance Management System (EPMS) for non-faculty employees shall function as an effective management tool within the University and provide a sound process for the evaluation of the performance and productivity of these employees. The EPMS is to be used for communicating duties, evaluating performance and encouraging improvement. All employees must be evaluated at least annually. The provisions of this policy address the appraisal of both probationary and covered employees (those covered under the State Employee Grievance Procedure Act). Although not mentioned specifically in this policy, employees exempt from coverage under the State Employee Grievance Procedure Act shall be given annual performance appraisals. The purpose of the Employee Performance Management System (EPMS) is as follows:

- A. To enhance efficiency and productivity through the planning of job duties on an annual basis by providing employees prior knowledge of the expectations of his or her supervisor.
- B. To provide information to employees and supervisors for use in work-related decisions such as recommendations for salary increases, promotions, reassignments, demotions, and terminations.
- C. To assist management in assigning work and delegating responsibilities based on a mutual understanding of the classified/unclassified employee's skills and abilities.
- D. To encourage continued growth and development of all employees.
- E. To identify training needs.

All EPMS evaluations shall become a permanent part of the employee's official personnel file.

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Definitions

- A. **Established Review Date** – The employee’s review date as established in accordance with State Human Resources Regulations.
- B. **Universal Review Date** – The date prior to which all staff employee’s performance reviews are due. January 1 will be the universal review date for South Carolina State University. (Exceptions: “probationary” employees and “trial” employees.)
- C. **Short Year Review** – Any performance appraisal that evaluates an employee’s performance for a period of time less than twelve months. (Exceptions: “trial” period reviews and “warning notice” reviews.)
- D. **Short Year Planning Stage** – Any EPMS planning stage document covering a period of time less than 12 months. (Exceptions: “trial” period planning stages.)

Training

The University will provide training in the application of the Employee Performance Management System (EPMS) Policy to supervisors and employees.

Levels of Performance

- A. There shall be three levels of performance to rate each job function and objective, and to rate overall performance.
 - 1. Exceptional (E)

Work that is above the criteria of the job function throughout the rating period.
 - 2. Successful (S)

Work that meets the criteria of the job function.
 - 3. Unsuccessful (U)

Work that fails to meet the criteria of the job function.
- B. Competencies/Performance characteristics shall not be rated by the three levels of performance, but shall be given a rating of pass or fail.
 - 1. Pass - Meets requirements (P)
 - 2. Fail - Fails to meet requirements (F)

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Procedures

Performance appraisals shall be completed in a fair and objective manner. The appraisal shall measure actual work performance in relation to the performance requirements of the positions to which employees are assigned. Whenever an employee's job responsibilities change significantly, the appraisal document should be revised to reflect that change. Any action associated with the Employee Performance Management System which may potentially result in the reassignment, demotion or termination of an employee must be approved by the University's Office of Human Resource Management prior to implementation.

Components of the EPMS

The components of the EPMS are the planning stage, ongoing performance management, and the evaluation stage. South Carolina State University has combined the Position Description and the Employee Performance Management System into one document (PD/EPMS Form).

A. Planning Stage

At the beginning of the rating period the rater and the reviewer shall discuss the employee's requirements for the coming year prior to the planning stage interview with the employee. The rater and employee should then determine and discuss the job functions, objectives and competencies/performance characteristics on which the employee will be evaluated at the end of the review period, after which they shall complete the planning stage. The planning stage shall be completed no later than four weeks after the beginning of the universal review date or entry into a position.

1. Job Functions

The rater and the employee shall determine the job functions (which include job duties and success criteria) by reviewing the employee's job functions outlined on the PD/EPMS form. If the job functions are not up-to-date, or if there is no position description, a new PD/EPMS form should be prepared and submitted to the Office of Human Resource Management for approval. The statement outlining the job function should include descriptive information about the performance expectations (success criteria) of the rater. The descriptive statement should specify the expectations of the rater for the employee to meet performance requirements. Each job function shall be rated in the evaluation stage based on the three levels of performance. It shall be mandatory for all raters to be evaluated on the timely completion of performance appraisal on each of their employees.

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2. Objectives

An objective should be included when the employee is assigned a special, non-recurring project or assignment that is not included on the employee's position description. The assignment of objectives to an employee is optional. If an objective is assigned, descriptive information about the performance expectations (success criteria) of the rater should be identified. The descriptive information should specify the expectations of the rater for the employee to be successful. Each objective shall be rated in the evaluation stage based on the three levels of performance.

3. Competencies/Performance Characteristics

The competencies/performance characteristics section shall be used as a communication tool to emphasize those qualities, traits, or individual characteristics that are important to success in performing the job functions and objectives included in the planning document. Each competency/performance characteristic shall be defined in the planning stage and rated as "pass" or "fail" in the evaluation stage. Competencies/performance characteristics shall not be weighted in the determination of the overall performance rating. A listing of suggested competencies/performance characteristics and their definitions are included at the end of this policy.

It shall be mandatory for all managers and supervisors to be rated on the performance characteristic of "promoting equal opportunity." Promoting equal opportunity includes such areas as:

- a) hiring, promotion, or placement.
- b) level of personal and organizational commitment to equal opportunity and diversity.
- c) progress toward achieving a fully integrated and representative work force.
- d) contribution toward minority programs and other social/economic equal opportunity goals.

In those instances where the rater and employee cannot agree upon any items in the planning stage, the supervisor's decision shall be final.

The completed planning document shall be retained by the department to use in monitoring performance and for recording performance appraisal notes. After the planning stage is completed, the employee and supervisor should communicate periodically to ensure performance expectations are being met. As situations change, it may be necessary to adjust the planning stage. If this occurs, the supervisor and employee should date and initial the change to be reflected later in the final appraisal.

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B. Ongoing Performance Management

Throughout the rating period, supervisors and reviewers of the employee's performance are encouraged to communicate regularly with the employee about his or her performance. An unofficial mid-year review is encouraged to facilitate this communication. A rater may gather feedback to prepare the appraisal document and/or conduct unofficial appraisals more frequently than is required in this policy.

C. Evaluation Stage

Prior to the review date, the appraisal form shall be completed by the employee's supervisor (the rater) who has direct experience or knowledge of the work being performed. The appraisal shall be reviewed by the next higher level supervisor (the reviewer), unless the rater is the President, prior to the appraisal being discussed with the employee. The reviewer may attach additional comments to the appraisal, and in the attachment may take exception to the rater's appraisal; however, the reviewer may not change the appraisal completed by the rater.

The final appraisal must bear the signature of the rater, the reviewer and the employee, if possible. The employee's signature is an acknowledgment that the appraisal has been discussed with the employee. It does not indicate the employee's agreement with the contents of the appraisal. If any party refuses to sign the appraisal, a notation will be made of this on the performance appraisal. If possible, another supervisory employee should sign as witness to acknowledge that the party refused to sign the appraisal.

Upon request, the employee shall be furnished with a copy of the performance appraisal and copies of all pertinent attachments including the form completed at the time of the planning stage and the final appraisal form.

Types of Appraisals

A. Annual Performance Appraisals

1. The performance of each employee who has met performance requirements during the probationary or trial period shall be appraised prior to January 1, the universal review date. Thereafter appraisals shall be conducted annually prior to January 1, the universal review date. The performance appraisal shall be completed no earlier than 90 days before the review date. The performance appraisal shall reflect the employee's performance for the full appraisal year. If there is a change of supervisors prior to the end of the review period, the outgoing supervisor should complete an unofficial appraisal for the period of performance observed and leave it for the new supervisor to use when conducting the annual appraisal. If the employee is reassigned, promoted or resigns within 90 days of his or her performance review date, the supervisor should complete an appraisal for the period of performance observed for filing in the permanent personnel file.

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2. The performance review date marks the beginning of a new review period. If an employee does not receive a performance appraisal prior to the performance review date, the employee shall receive a “Successful” rating by default. A covered employee may not be issued an overall “Unsuccessful” appraisal at any time during the annual review period without following the “Substandard Performance Process.”
3. An employee on approved leave with or without pay for more than 30 consecutive workdays shall have the performance review date advanced up to 90 days after those first 30 workdays. After the employee returns from leave of more than 30 consecutive workdays, a short year planning stage and review will be completed (if necessary) in order to move the employee back to the universal review date (January 1).
4. A covered employee who transfers from another state agency to South Carolina State University to a position in the same class within six months or less of his or her review date shall have the performance review date advanced six months from the date of the transfer to the University. After the six month review, the employee may require a short year planning stage and a short year review in order to move the employee back to the universal review date (January 1).

Performance appraisals should be submitted to the University’s Office of Human Resource Management at least one week prior to the performance review date.

B. Trial Period Appraisals

1. A covered employee who has been promoted, demoted, reclassified, reassigned, or transferred to a position or experiences an unclassified State title change to a position in which he or she has not held permanent status in the class or unclassified State title shall be appraised prior to the end of a six month trial period in the position. The performance review date marks the beginning of a new review period. If an employee does not receive a performance appraisal prior to the performance review date, the employee will receive a “Successful” rating by default and obtain permanent status in the new class.
2. Once an employee has completed a successful trial period and obtained permanent status in a class, the employee retains permanent status in the class throughout his or her continuous service. The six month trial period may be extended up to 90 calendar days upon written notice to the employee and approval of the University’s Human Resources Director prior to the end of the six month trial period. A copy of the notice should be sent to the University’s Office of Human Resource Management for inclusion in the employee’s official personnel file. When a trial period is extended, the performance review date shall be advanced for the time period such extension is in effect.
3. After satisfactory completion of the trial period, the employee may require a short year planning stage and a short year review in order to move the employee back to the universal review date (January 1).

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4. “The Substandard Performance Process” is not required to demote or downwardly reclassify an employee in trial status to the same class or a class in an equal or higher pay band from which promoted if the demotion or reclassification occurs within the trial period. The employee in trial status may not grieve such demotion. The employee in trial status may not be terminated or demoted to a class in a lower pay band than from which promoted for performance reasons without following the “Substandard Performance Process.”

C. Probationary Period Appraisals

1. Each new employee in probationary status shall be rated prior to the completion of a twelve month probationary period. The performance review date marks the beginning of a new review period. If an employee does not receive a performance appraisal prior to the performance review date, the employee will receive a “Successful” rating by default and obtain covered status as a State employee and permanent status in the class. The probationary period may not be extended.
2. After satisfactory completion of the probationary period, the employee may require a short year planning stage and a short year review in order to move the employee back to the universal review date (January 1).
3. If an employee is not performing satisfactorily during the probationary period, the employee shall be terminated before becoming a covered employee. Until an employee has completed the probationary period and has a “Successful” or higher overall rating on his or her evaluation, the employee has no grievance rights under the State Employee Grievance Procedure Act. Therefore, it is not required that the “Substandard Performance Process” be followed to terminate a probationary employee. The “Successful” rating is equivalent to the “Meets Performance Requirements” rating referred to in the State Employee Grievance Procedure Act. The University’s Human Resources Director or designee must be consulted prior to the termination of a probationary employee.

Substandard Performance Process for Covered Employees

The following procedures shall be followed to ensure that covered employees receive adequate notice of substandard performance and the opportunity to improve the substandard performance before receiving an “Unsuccessful” rating and being removed from the position. Supervisors must consult with the Office of Human Resource Management for specific guidance before initiating the substandard performance process and during the warning period conferences with the employee.

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- A. The rater shall issue a “Warning Notice of Substandard Performance” prior to issuing an “Unsuccessful” rating to a covered employee. If during the performance period an employee is considered “Unsuccessful,” in any essential job function or objective which significantly impacts performance, the rater shall provide the employee with a written “Warning Notice of Substandard Performance,” ([Form P-28](#)). The warning notice shall provide for an improvement period of no less than 30 days and no more than 120 days. The warning notice may be issued at any time during the review period. Ordinarily, the warning period may not extend beyond the employee’s performance review date. However, if the warning notice is issued less than 30 days from the employee’s review date, the performance review date shall be advanced up to 90 days.
- B. If the warning notice is issued less than 30 days from the employee’s review date causing the review date to be advance and the employee receives a “Successful” or above rating on all essential job functions/objectives which significantly impact performance noted in the warning notice, the employee may require a short year planning stage and a short year review in order to move the employee back to the universal review date.

The requirements of a “Warning Notice of Substandard Performance” are:

1. The notice shall be in writing, addressed to the employee, labeled as a “Warning Notice of Substandard Performance,” and signed by the employee (witnessed, if the employee refuses to sign).
 2. The notice shall list the job function(s) and/or objective(s) included on the employee’s planning document that are considered “Unsuccessful,” with an explanation of the deficiencies for each job function and/or objective.
 3. The notice shall include the time period for improvement and the consequences if no improvement is noted (i.e., termination, demotion, reassignment).
 4. The notice shall include a plan for meetings to discuss employee progress during the warning period.
 5. A copy of the notice shall be given to the employee and placed in his or her official personnel file.
- C. The rater and employee should participate in drafting a work improvement plan. The work improvement plan should include a list of ways to improve the deficiencies and other appropriate performance related recommendations. In those instances where the supervisor and employee cannot agree upon the content of the work improvement plan, the supervisor’s decision shall be final.
- D. During the warning period, the employee and the rater shall have regularly scheduled meetings during which they shall discuss the employee’s progress. The rater is required to document the counseling sessions. A copy of this documentation shall be placed in the employee’s official personnel file and a copy shall be given to the employee upon request.

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- E. If the employee's performance is rated "Successful" or above on all essential job functions or objectives, which significantly impact performance noted in the warning notice by the end of the warning period, employment shall continue. If the employee is rated "Unsuccessful," on any essential job function or objective which significantly impacts performance as noted in the warning notice by the end of the warning period, the employee shall be removed from the position immediately (i.e., terminated, reassigned, demoted).
- F. Once a time frame for improving substandard performance has been given, the employee must receive a written appraisal prior to the end of the warning period or the employee will receive a "Successful" rating by default.
- G. If an employee has been issued two warning notices within a 365 day period and performance drops to a substandard level on any essential job function or objective, which significantly impacts performance for a third time within a 365 day period, the employee shall be removed from the position upon the third occurrence of such substandard performance by issuing the "Unsuccessful" appraisal. A warning notice is not required on the third occurrence.

The intent of the warning notice is to communicate clearly the problem areas, suggest improvements, and evaluate the employee's improvement during the time specified.

Method for Determining the Overall Rating

A weighted system is used to reduce subjectivity in the evaluation. Numerical values are assigned to each level of performance. The supervisor and the employee will determine a weight (percentage) for each individual job function and objective. Performance characteristics will not be assigned a weight or numerical score, but will be given a rating of Pass or Fail.

South Carolina State University EPMS rating will be determined by the following weighted methods:

- A. Each weight factor is multiplied by the point value that corresponds to the assigned rating for the appropriate job function.
- B. The products of all calculations are then totaled.
- C. The resulting total is then divided by the total weight factor of 100.

The established point values and ranges corresponding to the levels of performance are as follows:

Job Function and/or Objective	Score	Score Range
Exceptional	2	1.50 to 2.00
Successful	1	1.00 to 1.49
Unsuccessful	0	Below 1.00

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Example

The following example depicts how an overall evaluation rating is derived from the weighted system.

SECTION IV – ESSENTIAL JOB FUNCTIONS

Job Functions	Performance Points (0, 1 or 2)	X	Weighted (%) Points	= TOTAL
Job Function # 1	2		30	60
Job Function # 2	1		20	20
Job Function # 3	2		25	50
Job Function # 4	1		10	10
Total Weighted Points			85	

SECTION IV –MARGINAL JOB FUNCTIONS

Job Function # 1	1		5	5
Total Weighted Points			5	

OPTIONAL PERFORMANCE OBJECTIVE

Objective # 1	2		10	20
Total Weighted Points			10	

GRAND TOTAL FOR ALL SECTIONS			100	165 ÷ 100 = 1.65*
				(TOTAL) (TOTAL WEIGHTED POINTS)

***OVERALL RATING:** 1.65 (Exceptional)

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GENERAL COMPETENCIES/PERFORMANCE CHARACTERISTICS

A. Commitment

Ability and willingness to align behavior with the needs and goals of the organization and provide a visible role model for others. It implies feeling ownership of and accountability for the organization's activities, services, decisions, successes and failures. Employees with a strong sense of commitment demonstrate an understanding of the link between their own job responsibilities and overall organizational goals and needs, and subsequently perform their job with the broader goals in mind.

1. **Commitment to the Organization and Mission of Agency** – Aligns actions and activities with the needs and goals of the organization.
2. **Commitment to Profession; Keeps Current** – Desires and actively seeks continuous learning.
3. **Commitment to Serve the Public** – Performs duties for the benefit of the people of the State of South Carolina. Avoids taking actions that depart from public duty and violating the public trust.
4. **Loyalty and Dedication** – Adheres to organizational goals and the tasks at hand.
5. **Reliable and Dependable** – Responsible and trustworthy in performing job-related tasks.

B. Communication

Ability to provide timely and concise information to others both orally and in writing and to communicate effectively. Employees with strong communication skills ensure that communication occurs among all organizational levels and with all appropriate people and encourage open expression of ideas and opinions. They listen effectively, transmit information accurately and understandably and actively seek constructive feedback.

1. **Conflict Management** – Manages disagreements by bringing them into the open and attempting to resolve them collaboratively, keeping the best interests of the organization in mind.
2. **Customer Orientation** – Creates an atmosphere in which timely and high quality information flows smoothly between oneself and customers. Encourages open, honest and constructive expression of ideas and opinions. Demonstrates active listening skills. Uses appropriate body language. Seeks to understand others' viewpoint.
3. **Facilitation** – Manages the interaction of people in group settings to achieve a goal.
4. **Formal Presentation** – Effectively presenting prepared information to a variety of audiences using appropriate delivery tools.

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5. **Influential** – Identifies the interests of others. Convinces them of the merits of a particular idea, method, or course of action.
6. **Interpersonal Communication** – Expressing ideas and listening effectively, both verbally and non-verbally, to achieve understanding.
7. **Listening** – Gives full attention to other’s ideas, concerns, questions and issues with interest, empathy and objectivity. Paraphrases and/or asks clarifying questions to ensure understanding of the message.
8. **Negotiation** – Anticipates the interests of others. Deals with objections. Influences others and achieves agreements to benefit the organization as a whole.
9. **Responsiveness, Follow-up** – Assumes responsibility for and delivers on commitments to customers. Initiates contacts to clarify issues or problems in a timely manner. Keeps customers up to date about projects.
10. **Speaking Effectively** – Expresses and presents thoughts and ideas clearly, succinctly, and in an understandable manner individually and in groups. Adjusts language or terminology to the characteristics and needs of the audience. Alters delivery based on verbal and non-verbal messages from the audience. This competency includes any type of verbal communication, such as giving presentations, providing training, giving testimony, speaking in person or by telephone.
11. **Understanding, Sensitivity, Trust Building** – Interacts openly and honestly. Encourages others to express viewpoints. Listens and respects different viewpoints. Addresses misunderstandings directly with others involved. Maintains confidences. Demonstrates awareness of nonverbal as well as verbal communication.
12. **Writing Effectively** – Structures and conveys information clearly and effectively through both formal and informal documents. Uses appropriate rules of grammar. Keeps the audience in mind. Reviews and edits written work constructively. This competency includes any type of written communication, such as letters, reports, studies, presentations, articles, rules, policies, procedures, and manuals.
13. **Written Communication** – Expressing ideas clearly and concisely in documents that have organization, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.

C. Initiative and Accountability

Ability to focus efforts and energy on successfully attaining goals and objectives. This includes the ability to make difficult decisions and persist even when confronted by obstacles or adversity. These employees assume accountability for decisions, actions, and results. They follow issues through to completion. They will point out problems and ask questions others may have overlooked or been reluctant to acknowledge. This may involve questioning status quo assumptions. The ability to understand power relationships in organizations and identify true decision-makers and the individuals who influence them is essential.

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1. **Accountable & Responsible** – Can be counted on by internal and external customers to provide timely responses to their needs; carries own weight as a member of a team; is self-directed and takes advantage of opportunities for personal growth, customer service and the attainment of the organization's goals.
2. **Decision Making** – Independently takes action and responsibility for solving problems. Makes decisions designed to achieve desired outcomes.
3. **Decisiveness** – Makes decisions that reflect professional conviction and accountability in a timely fashion. Makes valid assumptions when information is unclear or lacking.
4. **Initiative** – Identifies and seizes opportunities to improve the organization when change is not expected or required. Self-starting; seeking out and/or willingly accepting assignments, responsibilities and challenges.
5. **Judgment** – Commits to a sensible, logical and valid action after considering alternative actions and their consequences on the resources, constraints, and values of an organization.

D. Efficiency and Focus

Focuses efforts and energy on successfully attaining clear, concrete, accurate, timely and measurable outcomes of importance to the organization. Persistent even when challenged by obstacles or opposition.

1. **Accuracy and Attention to Detail** – Demonstrates an appropriate level of precision to complete projects successfully or to execute job responsibilities.
2. **Achievement** – A concern for working well or for competing against a standard of excellence.
3. **Perseverance and Concentration** – Persists and stays focused when faced with a series of challenging or uncertain situations.
4. **Prioritizing, Multi-tasking, Balancing Multiple Projects** – Recognizes or establishes the relative importance of multiple issues, tasks, and opportunities to maximize the productivity of the organization.
5. **Results Oriented; Meets Deadlines** – Focus on achieving goals and on bringing projects to closure in a timely manner, despite obstacles.

E. Independence and Responsibility

Prefers anticipatory action based upon taking calculated risks and making difficult decisions despite ambiguity or adversity.

1. **Accepts Risks** – Challenges the status quo by taking calculated actions to move an issue forward in a certain direction.

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2. **Action Oriented** – Exhibits initiative, energy and foresight in evaluating and responding to challenging situations, problems and opportunities.
3. **Personal Accountability and Ownership** – Takes pride in the job. Actively engages in professional self-improvement activities. Accepts individual responsibility for all actions taken.
4. **Self Confidence, Tough Minded** – Believes in one’s own capabilities and convictions, even when faced with resistance. Projects a positive self-image in the workplace.
5. **Self-Starter** – Has motivation and initiative; seeks increased responsibilities.

F. Organizational Understanding

Understands and learns organizational relationships. Recognizes the real decision-makers and the individuals who influence them. Demonstrates a comprehensive awareness of the impact and implications of decisions and actions throughout the organization. Predicts how new events or situations will affect individuals and groups within the organization.

1. **Building Strategic Performance** – Developing, aligning and managing organizational direction, group goals and individual objectives to achieve desired results.
2. **Business Mindedness** – Understands the implications of business decisiveness. Strives to improve organizational performance.
3. **Demonstrates Financial Responsibility** – An understanding of financial principles and impact of decisions; taking steps to contribute to financial goals and targets.
4. **Demonstrating Business Skills** – Demonstrates an understanding of the marketplace, business concepts, industry trends and economic development.
5. **Influence** – Ability to transform thought into productive action and create successful outcomes by sharing knowledge and information within the work unit and across organizational lines. This includes mentoring others, building relationships key to success by establishing trust, credibility and rapport with key players and customers.
6. **Organizational Awareness** – Sets realistic priorities through a comprehensive understanding of the formal and informal structures of the organization. Assesses the implications of business decisions and actions on internal and external stakeholder. Understands the value, objectives and political structure of the organization. Uses these to influence others or outcomes that have an impact on the strategy and objectives of the organization.
7. **Planning, Organizing & Follow-up** – Establishing a clear course of action, involving others as appropriate, managing activities and monitoring results to accomplish a specific goal.

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G. Relationship Building

Builds long-term internal and external relationships with people critical to work and project success. Relationships span customers, co-workers, suppliers, legislators, people in other work units, divisions, departments, and the private sector.

1. **Builds Trust and Credibility in Work Relationships** – Honest and forthright in sharing information. Respected as a valid source of information and behaviors are consistent with words.
2. **Interpersonal Effectiveness** – Collaborates with and involves people inside and outside the organization; respectfully deals with customers without exhibiting condescension or superiority; considers diversity of viewpoints to be important and interacts well with diverse people and groups; defuses high-tension situations.
3. **Maintains Relationships** – Builds enduring customer relationships collaboratively. Brings conflicts and disagreements into the open. Makes compromises in order to meet goals or to gain cooperation from others.
4. **Networking** – Knows how internal and external organizations work. Cognizant of different roles and power positions. Uses that awareness of how things work to influence outcomes. Generally knows how to work with people and organizations toward successful outcomes. Identifies and cultivates mutually beneficial associations with key stakeholders to accomplish organizational goals and objectives.
5. **Uses the Organization to Its Best Advantage** – Anticipates and understands organizational relationships and their impact on individuals and groups in the accomplishment of goals.

H. Customer Service

Works to create customer-focused service and solutions. Lets customers know that their success and growth are important.

1. **Customer-Focused** – Actively seeks first-hand information from customers; uses own technical knowledge and consulting skill to go beyond customers' expressed needs; matches customers' requirements to existing products and services, and/or designs, develops and customizes additional products and services; maintains own and others' attention on internal and external customers' needs; takes personal responsibility for continuously raising the standard of customer service.
2. **Customer Focused Solutions Design** – Develops solutions in a manner that demonstrates an understanding of the customers' business needs and desire for timely, cost-effective and value-added services.
3. **Persuading/Informal Negotiating** – Using appropriate interpersonal styles and communication methods to gain acceptance of an idea, plan, activity or service from internal and external clients.

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I. Leadership

Ensures successful project outcomes. Provides information and training needed to coordinate and get the job done to key persons inside and outside of the organization. Shares project and personal knowledge and experience in a willing and non-possessive manner. Using appropriate interpersonal styles and methods to inspire and guide others toward vision and goal achievement. Takes the initiative to provide assistance to others without a formal role.

1. **Building Trust** – Demonstrating integrity in all decisions, communications and actions; modeling the values of the organization in the conduct of all business activities.
2. **Developing Competency** – Facilitating the ongoing development of individual and organizational competency.
3. **Encouraging Creativity and Innovation** – Cultivating new approaches to accomplish goals and solve problems.
4. **Managing Change** – Demonstrating flexibility and effectiveness with changing environments, tasks, responsibilities and people.
5. **Meeting Facilitation** – Using appropriate interpersonal styles and methods to guide participants toward a meeting's objectives; modifying behavior according to tasks and individuals present.
6. **Mentoring/Coaching** – Assists others with professional learning and development. Assesses, guides, supports and counsels others for the purpose of helping them refine and acquire new skills.
7. **Political Acumen** – Having and using knowledge of situations, systems and cultures inside and outside an organization to identify potential impacts and to influence decisions.
8. **Resolving Conflict** – Bringing conflict and dissent between others into the open to arrive at constructive solutions while maintaining positive relationships.
9. **Shares Information, Feedback and Knowledge** – Shares job-related facts and data with peers and others. Listens and offers support and advice on job-related problems. Improves the effectiveness of work processes by developing the skills of others.
10. **Promoting Equal Opportunity** – Promoting agency affirmative action and diversity goals in such areas as hiring, promotion, or placement; level of personal and organizational commitment to equal opportunity and diversity; progress toward minority programs and other social/economic equal opportunity goals. *All management/supervisory employees are required to be rated on this competency/performance characteristic.*

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J. Managing for Results

1. **Achieving Quality Results** – Pursuing excellence while achieving results within defined parameters. Focuses on outcomes; applies quality principles, practices and tools to provide products and services valued by the customer; seeks to maximize the value to customers of all available resources, including funds, individuals, teams, and information; considers own work in context of results achieved for customers.
2. **Results Driven** – Demonstrates concern for achieving or surpassing results against an internal or external standard of excellence, shows a passion for improving the delivery of services with a commitment to continuous improvement.

K. Personal Effectiveness

Ability to put customers and co-workers at ease through awareness of, and consideration for, the opinions and feelings of other people. The ability to sense how others are feeling and set a positive and stable tone in work relationships. This competency category describes qualities generally associated with personal maturity and an employee's inclination to consistently adhere to high levels of ethical behavior. This category is related to influence; however, it applies to more personal, one-on-one relationships or contacts, while influence is closely tied to global or organizational effectiveness.

1. **Ethics** – Acts in an honest and trustworthy manner based on personal accountability and a moral conviction to do the right thing. Key characteristics are honesty, integrity and conscientiousness.
2. **Personal Motivation** – Concern for working well or for measuring oneself against a standard of excellence. The standard may be one's own past performance (striving for improvement), an objective measure (attaining results), the performance of others (staying competitive), tough goals, or even something no one has ever done (striving for innovation).
3. **Self-Knowledge and Personal Awareness** – Identifies own strengths and development needs. Increases job performance and long-term career growth with continual learning.
4. **Takes Positive Steps to Improve** – Actively pursues learning and self-development. Knows own limitations and seeks feedback. Welcomes unsolicited feedback. Modifies behavior when appropriate.

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L. Interpersonal Understanding

Builds strong work relationships. Adjusts to how individuals, organizational units and cultures function and react. Senses how others feel. Fosters rapport with co-workers and customers, without intending to persuade or influence.

1. **Empathy** – Takes actions that indicate consideration for the feelings and needs of others. Aware of the impact of personal behavior on others.
2. **Flexibility and Adaptability** – Accepts change as a healthy and normal part of organizational growth. Responds positively to changes in direction and priorities, responsibilities or assignments. Adapts to and works effectively with a variety of situations, individuals or groups.
3. **Maturity and Emotional Discipline** – Keeps one’s emotions under control and restrain negative behaviors when provoked, when faced with opposition or hostility from others or when working under conditions of stress. Experience in handling a wide variety of situation in a sensible reasonable manner.
4. **Non-Judgmental and Tolerant** – Appreciates differences in people. Approaches problems and issues from different perspectives.
5. **Open-Minded** – Observes situations objectively. Recognizes the validity of other view points. Receptive to new information.
6. **Professionalism** – Maintains focus, effectiveness, emotional control and maturity. Remains positive and composed under stress, change or transition.
7. **Rapport** – Builds partnerships marked by harmony and respect with others in the organization.
8. **Valuing Diversity** – Respecting diversity for the benefit of individual employees, the organization, and the community as a whole. Provides employment and development opportunities to support a diverse workforce.
9. **Willingness to Change** – Adjusts to multiple demands, priorities, ambiguity and rapid change. Re-directs activities.

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M. Teamwork

Working effectively in teams such as groups, crews and partnerships to accomplish organizational goals; taking actions that respect the needs and contributions of others.

1. **Builds and Fosters Supportive Relationships** – Motivates team members with diverse goals to collaborate and co-operate to achieve success.
2. **Cooperative** – Participates willingly, supporting team decisions even when different from personal views.
3. **Shares Workload or Pulls Own Weight** – A good team player. Does his or her share of the work. Assists others when necessary.
4. **Team Building** – Achieves results by getting a group focused. Encourages participation. Draws on the talents of all team members. Ensures the team has what it needs to succeed.
5. **Team Orientation** – Promotes and generates cooperation and teamwork while working to achieve collective outcomes.

N. Professional and Managerial Skills

Ability to display initiative in managing yourself and a group in a way that best promotes the image of the organization.

1. **Lifelong Learning** – Continuously acquiring and applying knowledge to enhance performance and growth.
2. **Managing Stress** – Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); relieving stress in a manner that is acceptable to the organization and those directly impacted.
3. **Software Proficiency** – Using/applying software appropriate to the job function to ensure a high level of efficiency in accomplishing work.
4. **Technical Expert** – Uses technical skills, knowledge of workforce development issues and programs, and experience with multiple levels of the employment and training delivery system to provide consultative services which enhance program operators' abilities to problem-solve, develop a vision, and be successful; employs professional techniques and technologies for helping the organization fulfill its broadly-defined mission through his/her own particular responsibilities; demonstrates expertise in the other competencies in this model in ways which are consistent with the organization's values and the agreed-upon State role.
5. **Technical/Professional Skills & Knowledge** – Keeping abreast of current developments and trends in area of expertise.

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O. Analysis and Problem Solving

Ability to think clearly and logically and to identify and solve problems. These employees use reason, vision and creativity to reach conclusions and decisions. It includes the ability to understand cause and effect relationships, to recognize similarities and differences in situations, and to apply knowledge to help make effective decisions, or to come up with new ways to accomplish a task.

1. **Analytical Thinking** – Understands a situation by systematically breaking it into component parts and looking for interdependence; weighs options and proposals critically and thoroughly through the use of a variety of information sources and tools (including systems thinking, data analysis techniques and technological expertise); provides rationale for and results of analysis to others.
2. **Decision Making** – Committing to a timely course of action which considers alternatives, risks and consequences in light of organizational goals, values, resources and constraints.
3. **Gathering Information** – Develops internal and external networks for purposes of accessing information as resources for learning; gathers, analyzes and synthesizes information from a variety of official and unofficial sources including own networks; trains, educates and actively seeks to broker this information to customers. Collects and uses relevant information, data, and opinions.
4. **Identify Problems** – Assesses a situation in a logical and methodical way based on facts. Seeks root causes. Recognizes patterns, connections, themes, and issues. Sees implications and consequences of a situation or information.
5. **Perceptive and Insightful** – Sees relationships, connections, patterns, trends not obvious to others or in new ways. Extrapolates, makes inferences, and uses intuition.
6. **Plan and Organize** – Defines an end result. Sets or follows a course of action to achieve it. Anticipates potential obstacles and monitors progress. Breaks tasks into component parts in a rational, methodical way.
7. **Takes a Reasonable, Common Sense Approach to Solving Problems** – Develops feasible solutions based on logical assumptions and factual observation that reflect consideration for resources, constraints, organizational values and goals.

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P. Creativity

Generates ideas, fresh perspectives and original approaches. Open-minded. “Thinks out-of-the-box”. Goes beyond traditional ways to address issues and problems. Challenges standard or accepted practices

1. **Change Agent** – Engages others to develop innovative solutions. Introduces new ways of thinking and behaving. Introduces new tools and technology. Encourages innovation and explores nontraditional ideas. Creates new concepts, models, theories, and relationships to address work in new ways. Seeks best practices.
2. **Creative Problem-Solving** – Approaches a complex problem by identifying underlying issues, finding patterns and connections between them, and synthesizing them into a coherent whole; generates new ideas, multiple options and novel concepts through the use of reason and intuition and which are not limited by the status quo; guides the analysis of a problem all the way to a successful resolution, and enables the customer to do so as well.
3. **Flexible/Adaptable to Change** – Recognizes that the environment in which the organization functions is constantly changing and adjusts own approach and behavior accordingly; is confident of trying something different and is unafraid of taking risks and making mistakes; is resilient and capable of dealing with disappointments and setbacks.
4. **Innovative** – Generates fresh, original or unconventional perspectives and original approaches. Reexamines established ways of doing things.
5. **Inquisitive or Curious** – Seeks diverse ideas and perspectives in an open-minded manner from traditional and nontraditional sources. Seeks alternative, new or nontraditional approaches.
6. **Resourceful and Entrepreneurial** – Consistently focuses on end result and finds most effective way to achieve goals and objectives. Acts on opportunities, even if contrary to conventional wisdom. Takes calculated risks. Generates non-routine, non-traditional actions to overcome obstacles and achieve results.
7. **Visionary** – Thinks openly about new possibilities. Keeps a long-term, big picture view. Displays a spontaneous and wide-ranging imagination. Creates a clear and inspiring broad picture.

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SECTION: Employee Relations	Section: VII
	Subject: H
SUBJECT: Sexual Harassment	Effective: 01/01/06
	Revised: 12/01/05

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SEXUAL HARASSMENT

Purpose

The purpose of this policy is to define types of conduct which constitutes prohibited sexual harassment and to establish procedures for the reporting and investigating of such conduct at South Carolina State University.

Policy

It is the policy of the University to maintain an environment that is free from acts of sexual harassment. Acts of sexual harassment in any form, by any employee, regardless of position or employment status are prohibited and such conduct is subject to disciplinary measures. No individual shall be subject to restraint, interference, coercion or reprisal for seeking information about sexual harassment, filing a sexual harassment complaint, or providing information in the course of investigation into alleged sexual harassment.

Prohibited Activity

- A. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which is unwelcome constitute sexual harassment when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment.
- B. Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault.

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1. Examples of the kinds of conduct which constitute sexual harassment are:
 - a) Threats or intimation of sexual relations or sexual contact.
 - b) Continual or repeated verbal or non-verbal communication of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work or study area that may embarrass or offend the person; sexually degrading words to describe the person, or propositions of a sexual nature.
 - c) Threats or insinuations that the person's employment, grade, wages, promotional opportunities, work or classroom assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
2. Examples of the kinds of conduct which may constitute sexual harassment are:
 - a) Repeatedly or persistently asking the person for a date after being refused.
 - b) Engaging the person in unwanted conversations of a sexual nature.
 - c) Unnecessary patting, pinching, hugging, touching or brushing against the person.

Complaint Procedures

- A. Any individual who feels that he or she has been the victim of sexual harassment shall contact the Human Resources Director to file a complaint of sexual harassment.
- B. Upon being advised of a complaint of sexual harassment, the Human Resources Director shall meet with the complainant to review the complaint. The complaint will then be investigated by the Human Resources Director and/or one or more persons designated by the Human Resources Director. In exceptional circumstances, depending on the nature of the alleged offense, it may be necessary to suspend an alleged offender prior to beginning a formal investigation of the complaint. Reinstatement or disciplinary action will depend on the findings.
- C. The investigators shall interview the complainant, alleged offender and any witnesses as identified by either party. Each person shall be interviewed separately and accurate documentation must be kept. The investigation shall be completed in an expeditious manner.
- D. Upon conclusion of the investigation, a written report shall be submitted to the President by the investigators based on the record of investigation. The record shall include all evidence, interviews and information relevant to the investigation.

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- E. If the investigation determines that a complaint is without merit or is false, it shall be dismissed. Disciplinary action may be taken if it appears that willful false accusations have been made.
- F. If the investigation determines that sexual harassment did in fact occur, disciplinary action and/or other remedy shall be recommended.

Disciplinary Action

- A. Disciplinary action for acts of sexual harassment will be taken in accordance with University disciplinary guidelines.
- B. It is the responsibility of supervisors to discourage conduct by their employees which is inappropriate and may be construed as sexual harassment, and to make their employees aware of the University's policy concerning sexual harassment. Supervisors who condone or fail to take corrective action shall be subject to disciplinary action themselves.

Confidentiality

All efforts shall be made to maintain the confidentiality of complaints and investigations of complaints. Sexual harassment complaints and subsequent reports of investigations shall be maintained in files maintained by the Office of Human Resource Management, separate and apart from the official personnel file.

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SECTION: Employee Relations	Section: VII
	Subject: I
SUBJECT: Progressive Discipline Policy	Effective: 08/12/14
	Revised: 07/18/14

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PROGRESSIVE DISCIPLINE POLICY

Policy

Employees of South Carolina State University shall conduct themselves in accordance with applicable laws, regulations, departmental policies and generally acceptable work behaviors. For proper cause, any employee, regardless of occupation, position, profession, or work performed, shall be disciplined whenever such action is considered necessary by supervisors or other persons in positions of authority. Action will be taken based upon the circumstances surrounding the offense, the severity of the offense, prior actions taken against the employee and any other applicable factors. Administration of disciplinary measures must be fair and equitable and free of prejudice or favoritism.

Purpose and Scope

This progressive discipline policy does not apply to non-covered employees (e.g., probationary employees, temporary employees, temporary grant employees, time-limited project employees, research grant employees, and employees exempt from the State Employee Grievance Procedure Act) who may be disciplined at the agency's discretion. Matters pertaining to the conduct of faculty members are under the jurisdiction of the Deans and the Provost for Academic Affairs.

The circumstances surrounding an offense, such as the severity of the misconduct, the number of times it has occurred, and any previous counseling, will suggest what action should be taken. Usually, counseling or an oral reprimand is sufficient for the first occurrence of a minor offense. A record of this action with the employee's and the supervisor's signatures should be placed in the employee's personnel file. A repetition of the offense or the first occurrence of a more severe offense should be followed by a written reprimand which becomes a part of the employee's permanent personnel file (which should also be signed by the employee as having been received and understood). Further repetitions of the offense or the first occurrence of a very serious offense is followed by suspension, reassignment, demotion, termination, or other appropriate action.

The purpose of this policy is to establish uniform guidelines within South Carolina State University for administering disciplinary actions for unacceptable conduct by its employees. Further, this

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policy will provide guidance to ensure that supervisors are consistent in taking disciplinary action against employees involved in similar situations and that all University employees are aware of disciplinary standards. A manager must rely on judgment as an experienced administrator to arrive at appropriate disciplinary action. At management's discretion, individual offenses calling for oral or written reprimands could cumulatively result in suspension or termination.

Voluntary Resignations and Performance Issues

Employees who voluntarily fail to report to work for three consecutive workdays and fail to contact their supervisor during this time period will be considered to have voluntarily resigned. All performance related problems should be addressed by the guidelines established under the University's Employee Performance Management System Policy.

Forms of Disciplinary Actions

South Carolina State University is committed to a progressive disciplinary policy. Employees who are found to be in violation of University rules will normally be given adequate opportunity to improve. Whenever possible, counseling and/or other non-disciplinary procedures should be used before formal disciplinary action is taken. Disciplinary actions, in general, are considered progressive and constructive measures for the correction of the conduct of employees. For this reason, such actions should be taken only to the degree of severity necessary to obtain the desired improvement. However, if the necessary improvements in conduct are not achieved, progressive discipline consisting of increasingly stronger disciplinary action will normally be followed. The nature and/or severity of the offense will determine which step of discipline is required. If an offense is of sufficient severity, disciplinary action may begin at a more advanced stage, including termination. Disciplinary actions consist of Oral Reprimand, Written Reprimand, Suspension, Termination, Reassignment and Demotion.

A. Oral Reprimand

An Oral Reprimand is used in an attempt to correct relatively minor occurrences of inappropriate behavior, misconduct and violation of rules. The following course of action should be followed to effect an Oral Reprimand:

1. Meet with the employee in private and discuss the improper or unacceptable conduct.
2. Discuss ways to correct or improve conduct.
3. Inform the employee that conduct must be improved or he or she is subject to further disciplinary action.
4. Record this action on South Carolina State University [Form P-20](#), Record of Oral Reprimand.

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5. Request that the employee sign [Form P-20](#) acknowledging that he or she received the Oral Reprimand and understands it. If the employee refuses to sign, place the notation "Employee refused to sign" on [Form P-20](#), and have another supervisor (or other appropriate authority) sign [Form P-20](#) witnessing the employee's refusal.
6. Give the original of the Record of Oral Reprimand to the employee. Inform the employee that a copy of the Oral Reprimand will be placed in the supervisor's file but will not be placed in his or her official personnel file unless further disciplinary action is taken.

B. Written Reprimand

A repetition of an offense covered in a previous Oral Reprimand, or the first occurrence of a more severe offense, shall be grounds for a Written Reprimand. The following course of action should be followed to effect a Written Reprimand:

1. Record the Written Reprimand on South Carolina State University [Form P-21](#). The Written Reprimand should contain the following:
 - a) The reason for the Written Reprimand and a description of the nature of the offense committed by the employee.
 - b) Dates and reasons for any prior disciplinary actions.
 - c) Recommendations for conduct improvement.
 - d) Consequences of future violations (further disciplinary action up to and including termination).
2. Review the Written Reprimand with the next supervisory person in the administrative channel before delivering it to the employee.
3. Meet with the employee in private and discuss the improper or unacceptable conduct.
4. Request that the employee sign [Form P-21](#) acknowledging that he or she received the Written Reprimand and understands it. If the employee refuses to sign, place the notation "Employee refused to sign" on [Form P-21](#), and have another supervisor (or other appropriate authority) sign [Form P-21](#) witnessing the employee's refusal.
5. Give the original Written Reprimand to the employee. Inform the employee that a copy of the Written Reprimand will be placed in his or her official personnel file.
6. Forward a copy of the Written Reprimand to the Office of Human Resource Management for inclusion in the employee's official personnel file.

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C. Suspension

A suspension is to be used for the first occurrence of serious offenses or repeated lesser offenses which have been identified by the supervisor and not corrected by the employee after receiving previous disciplinary actions. Suspensions must be approved by the Human Resources Director or designee and the Vice President (or applicable Division Head) prior to being issued to the employee. All suspensions shall be without pay. The following course of action should be followed to effect a suspension:

1. Review the situation with the Human Resources Director or designee, and receive approval of the Vice President prior to notifying the employee of suspension. After consultation with the Vice President and the Human Resources Director or designee, if a determination is made that a suspension should be administered, [Form P-22](#), Notice of Suspension, should be prepared. The Notice of Suspension should contain:
 - a) The reason for the suspension and a description of the nature of the offense committed by the employee.
 - b) Dates and reasons for any previous disciplinary actions.
 - c) The inclusive dates of the suspension.
 - d) Recommendations for conduct improvement.
 - e) Consequences of future violations (further disciplinary action up to and including termination).
2. Meet with the employee in private and discuss the improper or unacceptable conduct.
3. Request that the employee sign [Form P-22](#) acknowledging that he or she received the Notice of Suspension and understands it. If the employee refuses to sign, place the notation "Employee refused to sign" on [Form P-22](#), and have another supervisor (or other appropriate authority) sign [Form P-22](#) witnessing the employee's refusal.
4. Give the original Notice of Suspension to the employee. Inform the employee that a copy of the Notice of Suspension will be placed in his or her official personnel file.
5. Forward a copy of the Notice of Suspension to the Office of Human Resource Management for inclusion in the employee's official personnel file.

An employee who is the focus of an administrative investigation may be suspended for an indefinite period of time pending the results of the investigation, if his or her continued presence at work presents a threat to students, employees or property or otherwise is not in the best interest of the University.

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D. Termination

When progressive discipline fails to correct misconduct or violations of South Carolina State University rules, regulations and policies, the employee is subject to termination. Extremely serious offenses may be cause for immediate termination without warning or attempts to correct the problem. Probationary employees may be terminated at any time during their probationary period, with approval of the Human Resources Director or designee, if their conduct fails to demonstrate acceptable standards for permanent status. Termination must be approved by the Human Resources Director or designee and the Vice President (or applicable Division Head) prior to notification to the employee. The following course of action should be followed to terminate an employee:

1. Review the situation with the Human Resources Director or designee, and receive approval of the Vice President prior to notifying the employee of termination.
2. If a determination is made that termination should be administered, a written notice must be given to the employee of the decision to terminate his or her employment. A letter of termination shall be written and signed by the department head and approved by the Vice President or designee and given to the employee with a copy to the Office of Human Resource Management. The letter shall contain the following:
 - a) The reason for termination and a description of the nature of the offense committed by the employee.
 - b) Dates and reasons for any previous disciplinary action.
 - c) The effective date of the termination.

E. Reassignment or Demotion

1. When it is determined that a reassignment or demotion is an appropriate recourse to address employee conduct matters, the employee may be reassigned or demoted.
2. Reassignments and demotions must be approved by the Vice President and the Human Resources Director prior to implementation.
3. The reassignment or demotion should be documented by written notice addressed to the employee. The notice will include reasons for the reassignment or demotion and the consequences of continued or additional conduct problems.

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F. Progressive Discipline Guidelines

Suggested guidelines for disciplinary actions follow. The disciplinary actions noted for specific offenses in the Progressive Discipline Guidelines are to be used as a guide and are not intended to be all inclusive. At the occurrence of any of the listed offenses, or any that are not listed, the appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered. Discipline may begin at any step in the procedure depending on the seriousness of the individual offense.

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CHART OF OFFENSES WITH ESTABLISHED DISCIPLINARY ACTIONS					
Offense	First Offense	Second Offense	Third Offense	Fourth Offense	Notes
Unauthorized Leave	Written Reprimand to Suspension (Time Charged to leave without pay)	Suspension to Termination (Time charged to leave without pay)	Termination (Time charged to leave without pay)		
Habitual Tardiness or Failure to Observe Assigned Work Hours	Oral Reprimand	Written Reprimand	Suspension	Termination	
Abuse of Leave	Oral Reprimand to Written Reprimand	Written Reprimand to Suspension	Suspension to Termination	Termination	Refer to Family and Medical Leave Act & Americans with Disabilities Act
Excessive Absenteeism	To be used for employees who become unreliable because of frequent absenteeism, even if for good and sufficient reasons. Termination should be preceded by oral counseling in an attempt to inform the employee of the problem. Refer to Family and Medical Leave Act and Americans with Disabilities Act.				
Leaving Work Station Without Authorization	Oral Reprimand to Written Reprimand	Written Reprimand to Suspension	Suspension to Termination	Termination	
Reporting to Work Under the Influence of Alcohol	Suspension to Termination	Termination			
Drinking Alcoholic Beverages on the Job	Termination				
Reporting to Work Under the Influence of Illegal Drugs	Suspension to Termination	Termination			
Possessing or Using Illegal Drugs on the Job	Termination				
Insubordination	Written Reprimand to Termination	Suspension to Termination	Termination		
Falsification of Records or Documents	Suspension to Termination	Termination			
Stealing on the Job	Termination				
Negligence	Oral to Written Reprimand	Suspension to Termination	Termination		

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CHART OF OFFENSES WITH ESTABLISHED DISCIPLINARY ACTIONS					
Offense	First Offense	Second Offense	Third Offense	Fourth Offense	Notes
Willful Violation of Written Rules, Regulations or Written Policies	Written Reprimand to Suspension	Suspension to Termination	Termination		
Sexual Harassment	Written Reprimand to Termination	Suspension to Termination	Termination		Refer to Sexual Harassment Policy
Unauthorized Use of State Equipment or Property	Written Reprimand to Suspension	Suspension to Termination	Termination		
Destruction or Misuse of State Property or Equipment	Written Reprimand to Suspension	Suspension to Termination	Termination		
Working on Personal Jobs During Work Hours	Oral to Written Reprimand	Written Reprimand to Termination	Suspension to Termination	Termination	
Excessive Use of Telephone for Personal Matters	Oral Reprimand	Written Reprimand	Suspension to Termination	Termination	
Unauthorized Solicitation or Sales on State Premises	Oral to Written Reprimand	Written Reprimand to Suspension	Suspension to Termination	Termination	
Unauthorized Possession of Firearms on the Job	Termination				
Unauthorized Distribution of Written or Printed Material of Any Kind	Oral Reprimand to Suspension	Written Reprimand to Suspension	Suspension to Termination	Termination	
Sleeping While on Duty	Written Reprimand to Suspension	Suspension to Termination	Termination		
Horseplay	Oral Reprimand	Written Reprimand	Suspension	Termination	
Malicious Use of Profane/Abusive Language on Others	Oral Reprimand to Termination	Written Reprimand to Termination	Suspension to Termination	Termination	

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CHART OF OFFENSES WITH ESTABLISHED DISCIPLINARY ACTIONS					
Offense	First Offense	Second Offense	Third Offense	Fourth Offense	Notes
Discourteous Treatment of Students, Visitors or Customers	Written Reprimand to Termination	Suspension To Termination	Termination		
Failure to Maintain Satisfactory or Harmonious Working Relationships With Employees, Supervisors, Students, and the Public	Oral Reprimand to Written Reprimand	Written Reprimand to Termination	Suspension to Termination	Termination	
Interference With Other Employee's Work	Oral to Written Reprimand	Written Reprimand to Suspension	Suspension to Termination	Termination	
Gambling During Working Hours	Written Reprimand to Termination	Suspension to Termination	Termination		
Operation of a State Vehicle or Equipment Without Required Valid Driver's License	Termination				
Violation of State or Federal Ethics Laws	Written Reprimand to Termination	Suspension to Termination	Termination		
Conviction of a Felony Which Adversely Reflects on an Individual's Suitability for Continued Employment	Termination				
Conviction of a Misdemeanor Which Adversely Reflects on an Individual's Suitability for Continued Employment	Termination				

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CHART OF OFFENSES WITH ESTABLISHED DISCIPLINARY ACTIONS					
Offense	First Offense	Second Offense	Third Offense	Fourth Offense	Notes
Improper Conduct or Conduct Unbecoming a State Employee Which Substantially Affects the Employee's Fitness to Perform Assigned Duties	Written Reprimand to Termination	Suspension to Termination	Termination		
Loafing	Oral Reprimand	Written Reprimand	Suspension	Termination	
Defacing State Property	Written Reprimand to Termination	Termination			
Refusal to Cooperate With an Administrative Investigation	Written Reprimand to Termination	Suspension to Termination	Termination		
Any Accumulation of Three Offenses Within a Period of One Year, Where the First or Second Offense Calls for a Written Reprimand or Suspension	Suspension to Termination	Termination			

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The above indicated range of disciplinary actions in response to specific offenses is to be used as a guide and is not intended to be all-inclusive. At the occurrence of any of the listed offenses, or any that are not listed, the appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered. The state and federal laws referenced above are not all-inclusive in administering discipline. The purpose of the guidelines is simply to recommend to departments normal disciplinary action which may be taken for offenses listed.

The Vice President (or applicable Division Head) or designee may take more severe (including termination) or less severe disciplinary action than that indicated above if in the sole judgment of the Vice President different disciplinary action is appropriate.

Employee Comments

The employee may attach additional comments to any disciplinary action, if desired, within 3 days from the time of the disciplinary action.

Workplace Violence

Section 7, Chapter 1, Title 1 of the 1976 Code of Laws, Article 21, Workplace Domestic Violence Policy (Section 1-1-1410) requires every state agency to develop and implement an agency workplace domestic violence policy and adopt a “zero tolerance” approach to the act or threat of violence of any kind. If employees engage in any violence in the workplace, or threaten violence in the workplace, their employment will be terminated immediately for cause. The “zero tolerance” approach must be applied to all forms of workplace violence. These include, but are not limited to:

- Physical- the use of force in order to harm;
- Threats- expressions of intent to inflict injury;
- Harassment- words, gestures, and actions which tend to annoy, alarm, or abuse another person;
- Property damage- intentional damage to property owned by the state, employees, visitors, or vendors; and
- Domestic- physical harm, injury, or an offer or an attempt to cause physical harm or injury to a household member.

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SECTION: Employee Relations	Section: VII
	Subject: J
SUBJECT: Reduction In Force	Effective: 08/12/14
	Revised: 07/30/19

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REDUCTION IN FORCE

Purpose and Scope

The purpose of this policy is to prescribe the manner in which covered employees of South Carolina State University are released in an equitable manner should a reduction in force become necessary. A reduction in force may require the separation, involuntary demotion, reassignment, or reduction in work hours of the University's covered employees. A reduction in force does not apply to non-covered employees (e.g., probationary employees, temporary employees, temporary grant employees, time-limited project employees, research grant employees and employees exempt from the State Employee Grievance Procedure Act).

South Carolina State University may implement a reduction in force for one or more of the following four reasons:

- A. Reorganization;
- B. Work Shortage; or
- C. Loss of Funding; or
- D. Outsourcing/Privatization.

Management Decisions

The following items shall be determined prior to developing a reduction in force plan:

- A. The reason(s) for the reduction in force;
- B. The area(s) of the University that will be impacted by the reduction in force [Competitive Area(s)];
- C. The State class title(s) within the competitive area(s) that will be affected [Competitive Group(s); and
- D. The number of positions in each State class title to be eliminated.

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Competitive Area(s)

When circumstances dictate the necessity of a reduction in force, the President or designee, shall define the competitive area(s) within which the mechanics of the reduction in force are to apply. This competitive area may be the entire University, a division, department, office or other organizational unit, or geographical location of the University. The President or other appropriate authority may establish a more restricted area where the staff in that area is separately organized and clearly distinguishable from the staff in other areas and where interchange of employees of the class involved would not be practical. Under this procedure, different competitive areas may be established for different classes of positions.

Competitive Group(s)

Within a competitive area, competition shall be among all covered employees holding positions in the specified competitive State class title. If the reduction in force is to apply to more than one State class title, each State class title shall be treated separately, except where reductions are to be made in a State class title series (e.g., Auditor I, Auditor II, Auditor III, Auditor IV, Audits Manager I, Audits Manager II); or in State class titles that are part of the University's customary career path (e.g., Administrative Assistant, Communications Coordinator, Program Coordinator II, Program Manager I).

Position Identification

The position(s) within the competitive area(s) and competitive group(s) shall be identified by the following information:

- A. State Class Title;
- B. State Class Code;
- C. State Pay Band (if applicable);
- D. Total number of positions in the State class title within the competitive area; and
- E. Total number of positions in the State class title within the competitive area to be eliminated.

Retention Points

The University shall calculate retention points for covered employees in the competitive area(s) and competitive group(s) to be used in determining which covered employees are to be involuntarily demoted, reassigned, have reduced hours or separated. Retention points shall be based on the total scores of the two most recent annual performance appraisals and the length of continuous State service. The sum of the retention points for performance and length of continuous State service will constitute the total number of retention points that an employee uses in the competition.

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- A. For the purpose of establishing a total score for annual performance ratings which will be used in computing total retention points, the following numerical values shall be assigned for those employees receiving evaluations prior to October 17, 2012, effective date of this policy:

<u>Rating</u>	<u>Numerical Value</u>
Exceeds Performance Requirements	3
Meets Performance Requirements	1
Below Performance Requirements	0

The following numerical values shall be assigned for any evaluation completed on or after October 17, 2012 effective date of this policy:

<u>Rating</u>	<u>Numerical Value</u>
Exceptional	5
Successful	3
Unsuccessful	0

The point values for each rating will be computed using the rating scale that was in effect at the time of the specific EPMS evaluation.

Performance ratings will be recognizing as follows for current state employees transferring to the University for reviews conducted on or after the effective date of this policy:

<u>Rating Prior to the Effective Date of this Policy</u>	<u>Rating on or After the Effective Date of this Policy</u>
Exceeds Performance Requirements	Exceptional
Meets Performance Requirements	Successful
Below Performance Requirements	Unsuccessful

For any year in which the employee does not receive an actual evaluation with a rating, the employee will receive a “Successful” rating for that year; however, if in the previous year, the employee received a higher than “Successful” rating the employee will receive the points for the higher rating.

- B. Covered employees will receive one retention point for each year of continuous State service after completion of a 12-month probationary period. Six months or more of continuous State service will be considered as one year of service and less than six months of service will receive no retention points.

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- C. If every position in the competitive area is being eliminated, retention points will not be calculated. For positions reestablished within one year of the RIF, in the same competitive area and in the same State class title, retention points must be calculated at the time of recall or reinstatement. Retention points must be calculated using continuous State service and performance appraisal points based on the effective date of the reduction in force.

Sequence for Reduction in Force

The order of the reduction in force of covered employees in each State class title(s) shall be determined by the total number of retention points for each employee. If two or more employees affected by a reduction in force have the same number of retention points and not all are to be affected by the reduction in force, the employees' hire dates with the University will determine the order of the employees affected. The covered employee with the earlier University hire date will be retained. If after using the University hire date to determine the order of affected employees a tie still exists, the University will use a computer generated random number method to break the tie. The employee with the lowest position number will be assigned the first random number. If there are more than two employees tied, random numbers will be selected in position number sequence. If possible, employees with tie scores will be present for the breaking of the tie. The employee(s) that is assigned the lower random number(s) will be retained.

Bumping rights are provided for covered employees who have accumulated more retention points than those with whom they are competing. Under no circumstances can an employee gain from a reduction in force. Bumping rights are provided only downward.

Retention of Necessary Qualifications

No employee with a lower number of retention points shall be retained in preference to another employee in a competitive area(s) and group(s) with a higher number of retention points except when it is determined that a Retention of Necessary Qualifications applies.

If an employee is competing for a position that is not being eliminated and the employee with higher retention points who has rights to be placed in that position cannot satisfactorily perform the duties of the position within a reasonable training period, the employee with lower retention points may be retained in preference to the employee with higher retention points. The University may determine that the employee with higher retention points will not be able within a reasonable training period to satisfactorily perform the duties of the job based on the lack of knowledge, abilities, skills, supervisory responsibilities, or necessary experience.

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When a Retention of Necessary Qualifications is used in the reduction in force plan, justification for this retention must be documented and approved by the President prior to submitting the reduction in force plan to the Budget and Control Board's Human Resources Division for review and approval for procedural correctness. The University's Office of Human Resource Management will retain documentation to support any retentions made on this basis.

Reduction in Force Plan

Once the decisions are made as outlined above and prior to the implementation of a reduction in force, the President or designee, shall develop the reduction in force plan which must include the following:

1. The reason for the reduction in force;
2. Identification of the competitive area(s);
3. Identification of the competitive group(s) [State class title(s)];
4. The number of position(s) to be eliminated in each State class title;
5. A list of the covered employees, in order of retention points, in the competitive area(s) and competitive group(s) to include the following:
 - a) Name;
 - b) Age, Race and Gender, and
 - c) Retention points;
6. Justification of any Retention of Necessary Qualifications used in the reduction in force plan; and
7. The University's efforts to assist employees affected by the reduction in force.

Approval Process

Once the reduction in force plan has been completed, the following information shall be submitted to the Human Resources Division for review and approval for procedural correctness.

- A. The reduction in force plan as outlined above;
- B. An organizational chart including each position (designated with the State class title and incumbent's name) within the competitive area(s);
- C. A copy of the University's Reduction in Force Policy; and

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- D. A sample letter to employees affected by the reduction in force including information as outlined in the “Implementation of Reduction in Force” Section of this Policy, along with:
1. A list of the employee’s recall and reinstatement rights;
 2. The University’s procedure for the recall of an employee; and
 3. The employee’s grievance rights.

Implementation of the Reduction in Force

The following information shall be communicated to each affected employee after the Human Resources Division approves the reduction in force plan for procedural correctness and before the reduction in force becomes effective:

- A. The reason for the reduction in force;
- B. The competitive area(s) and competitive group(s) in which the employee competed;
- C. The benefits to which the employee is entitled and the manner in which the reduction in force will affect the employee’s State benefits, (e.g., health insurance, optional life insurance, retirement);
- D. The employee’s reinstatement rights (e.g., reinstatement of all sick leave; option of buying back all, some or none of the annual leave at the rate at which it was paid out);
- E. The employee’s recall rights to any position, within the competitive area, that becomes available in the same State class title as the position the employee held prior to the reduction in force;
- F. The manner in which the University will notify the employee of any such vacancies; and
- G. The requirements of S.C. Code of Laws Ann. Section 8-11-185, which requires that agencies report information about employees separated in a reduction in force to the Human Resources Division.

Recall and Reinstatement Rights

An employee affected by a reduction in force has recall and reinstatement rights to a position in State government for one year after the effective date of the reduction in force.

A. Recall Rights

If a vacancy occurs within the competitive area which is in the same State class title as the position the employee held prior to the reduction in force, the University will recall employees in the inverse order of the reduction in force. The employee will be notified in

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writing of the job offer and recall rights. If the employee does not accept the job offer within ten days, the employee's recall rights are waived. Should the employee accept the job offer, the University will reinstate the employee's accumulated sick leave, and will provide the employee the option of buying back all, some, or none of his or her annual leave at the rate it was paid out at the time of the separation. Upon returning to employment in an insurance eligible Full-Time Equivalent (FTE) position, the employee will also be offered insurance benefits as a new hire. The recalled employee may purchase retirement service credit under the leave of absence provision in Section 9-1- 1140(D) for the period of time that the employee was not employed by State government, at the cost specified in Section 9-1-1140(D). When an employee is recalled, this time will not be considered punitive in the determination of retiree insurance eligibility.

B. Reinstatement Rights

An employee separated by a reduction in force may apply for any State job for which he or she meets the minimum training and experience requirements. Should the separated employee accept a job offer to a Full-Time Equivalent (FTE) position, the University will reinstate the employee's accumulated sick leave, and will provide the employee the option of buying back all, some, or none of his or her annual leave at the rate it was paid out at the time of the separation. Upon returning to employment in an insurance eligible Full-Time Equivalent (FTE) position, the employee will also be offered insurance benefits as a new hire. The reinstated employee may purchase retirement service credit under the leave of absence provision in Section 9-1-1140(D) for the period of time that the employee was not employed by State government, at the cost specified in Section 9-1-1140(D). When an employee is reinstated, this time will not be considered punitive in the determination of retiree insurance eligibility. If the employee is reinstated to another position, he still retains his recall rights to a position in the same State class in the competitive area.

Grievance Rights

A covered employee who is affected by a reduction in force has the right to file a grievance through the University's Non-Faculty Employee Grievance Procedures policy and an appeal to the State Human Resources Director only if the grievance or appeal is based on improper or inconsistent application of the reduction in force policy or plan.

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SECTION: Employee Relations	Section: VII
	Subject: K
SUBJECT: Non-Faculty Employee Grievance Procedures	Effective: 08/12/14
	Revised: 07/18/14

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NON-FACULTY EMPLOYEE GRIEVANCE PROCEDURES

Policy

It is the policy of South Carolina State University to recognize the right of covered employees to present and seek answers to grievances without fear of discipline, restraint, coercion or reprisal. The President and executive management of South Carolina State University fully expect and will require that all University personnel abide by established grievance policies and procedures, and will take appropriate action against anyone who disciplines an employee or causes an employee to be disciplined or otherwise prejudiced in his or her employment for exercising his or her rights under these policies and procedures.

Introduction

The State Employee Grievance Procedure Act (Act) provides that each agency and department of State government shall establish an employee grievance procedure for covered employees which shall be reduced to writing and be approved by the State Human Resources Director. In addition, the approved grievance procedure must be made available to covered employees of South Carolina State University. Covered employee is defined as a full-time or part-time employee occupying a part or all of an FTE position who has completed the probationary period and has a “meets” or higher overall rating on the employee’s performance evaluation and who has grievance rights. Instructional personnel are covered upon the completion of one academic year except for faculty at State technical colleges upon the completion of not more than two full academic years’ duration. If an employee does not receive an evaluation before the performance review date, the employee must be considered to have performed in a satisfactory manner and be a covered employee. This policy does not apply to non-covered employees (e.g., probationary employees, temporary employees, temporary grant employees, time-limited project employees, research grant employees and employees exempt from the State Employee Grievance Procedure Act). In addition, any employee who becomes a TERI participant after June 6, 2005, teaching or research faculty, professional librarians, academic administrators or other persons holding faculty appointments, athletic coaches and unclassified employees in the Athletic Department are not covered under this policy.

Employees choosing to file a grievance or appeal must not be disciplined or otherwise prejudiced for exercising their rights or for testifying under the provisions of this policy.

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Grievances and Appeal

As provided for in the Act and defined in § 8-17-320 of the S.C. Code of Laws, a covered employee may file a grievance or an appeal concerning **only** the following employment actions:

- Terminations;
- Suspensions;
- Involuntary Reassignments in excess of thirty (30) miles from the prior work station;
- Demotions;
- Punitive Reclassifications but only when the agency, in case of a grievance, or the State Human Resources Director, in the case of an appeal, determines that there is a material issue of fact that the action was solely done to penalize the covered employee. Reclassifications, reassignments, and transfers within the same state salary range are **not** considered to be grievable or appealable.
- Promotions in instances where the agency, or in the case of appeals, the State Human Resources Director, determines that there is a material issue of fact as to whether or not an agency has considered a qualified covered employee for a position for which the employee formally applied or would have applied if the employee had known of the promotional opportunity. When an agency promotes an employee one organizational level above the promoted employee's former level, however, that action is not a grievance or appeal for any other qualified covered employee. Failure to be selected for a promotion is **not** considered an adverse employment action which can be considered grievable or appealable;
- Salary Decrease based on performance as the result of an Employee Performance Management System (EPMS) evaluation; and
- Reduction in Force is considered as a grievance only if the agency, or as an appeal if the State Human Resources Director, determines that there is a material issue of fact that the agency inconsistently or improperly applied its reduction in force policy or plan.

As provided for in the State Human Resources Regulations, the following actions do not constitute a basis for a grievance or an appeal:

- a covered employee who voluntarily resigns or voluntarily accepts a demotion, reclassification, transfer, reassignment, or salary decrease shall waive any and all rights to file a grievance or an appeal concerning such actions and the covered employee can rescind such voluntary actions only if the agency head or the agency head's designee agrees;
- a covered employee who is promoted and subsequently demoted prior to serving six months of satisfactory service in the class with the higher salary range shall not have the right to file a grievance or an appeal concerning the demotion, unless such demotion is to a class with a lower salary range than the class in which the employee was serving prior to promotion;

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- a covered employee who is promoted and subsequently receives a reduction in pay prior to completing six months of satisfactory service in the class with the higher salary range shall not have the right to file a grievance or an appeal concerning the reduction in pay, unless the action results in a lower rate of pay than that which the employee was receiving prior to promotion;
- a covered employee who receives an additional job duties or responsibilities salary increase, and subsequently has the additional job duties or responsibilities which justified the salary increase taken away prior to completing six months of service with the additional job duties or responsibilities, shall not have the right to file a grievance or an appeal concerning a salary reduction equivalent to the amount of the additional job duties or responsibilities increase.

Prior to Filing a Formal Grievance

Prior to filing a formal grievance, the covered employee may first attempt to resolve the matter informally with his immediate supervisor. This matter may be presented verbally or in writing. However, this is merely an informal attempt to resolve the matter and cannot be substituted for the requirements of Step One in the following procedure.

Procedure

Step One

A covered employee who wishes to file a grievance must initiate the grievance with the University's Office of Human Resources. The grievance must be in writing and must be received (or, if mailed, postmarked) within 14 calendar days of the effective date of the action or 14 calendar days from when the employee is notified of the action, whichever is later. The employee should submit a "Grievance Review Hearing Request" ([Form P-25](#)) with the summary of the facts of the grievance and the relief sought.

The University's Human Resources Director or other designated official shall initially review the grievance to determine whether the matter involves a grievance as defined by the Act. The University's Human Resources Director or other designated official may conduct appropriate investigations and fact findings as he may consider necessary to make this determination. If it is determined that the matter is not grievable, the covered employee shall be so advised in writing by the Human Resources Director or a designee, normally within five (5) calendar days of receipt of the grievance. Such determination shall be a final decision within the University which may be appealed to the State Human Resources Director.

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If it is determined that the matter is grievable, the University's Human Resources Director or other designated official will contact the covered employee and the appropriate agency representative(s), normally within five (5) calendar days of receipt of the grievance, to inform them the issue can be heard under this grievance procedure and inquire whether or not they desire to participate in voluntary mediation. Both parties must make a written decision to the University's Human Resources Director within two (2) calendar days of this notification. Failure by either party to respond timely to this notification is deemed a refusal to participate in the voluntary mediation.

Any initial determination by the University's Human Resources Director or other designated official that the matter may be grieved shall only entitle the covered employee to have the matter considered in accordance with this grievance procedure and shall in no way be construed to be an adjudication of the merits of the grievance.

With Mediation:

When the covered employee and the University's representative(s) both agree in writing to participate in voluntary mediation, the University's Human Resources Director or other designated official will schedule a mediation conference to occur within five (5) calendar days and make the necessary arrangements for acquiring a mediator. The mediator will serve as an impartial third party who will encourage and facilitate a resolution to the dispute without advising what the result should be. The mediation conference(s) will be confidential and limited to the parties and their representatives. Other persons may attend with the permission of the mediator and the other party. The mediator may not be compelled by subpoena or otherwise to divulge any records or discussions or to testify in regard to the mediation conference in any adversary proceeding or judicial forum. If the parties agree to settle the matter, the mediator will assist in drafting a mediation agreement for the parties to review and sign. The mediator may share terms of the settlement agreement with the University's designated officials who need to finalize and assist in implementing the agreement. If the matter is not settled within eight (8) calendar days of the initial mediation conference, the mediator will inform the University's Human Resources Director or other designated official that settlement has not occurred. The University's Human Resources Director or other designated official will then schedule a conference to occur between the covered employee's next level supervisor and the covered employee within five (5) calendar days. At the conference with the covered employee's next level supervisor, the covered employee will have an opportunity to present his position regarding the grievance. The next level supervisor may conduct appropriate investigations and fact findings to determine whether to accept, reject, or modify the disciplinary action taken against the covered employee. The covered employee will be advised of his next level supervisor's decision in writing within five (5) calendar days of the conference.

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Without Mediation:

If the matter is grievable and the covered employee or the University submits a written decision not to participate or fails to respond timely concerning voluntary mediation, the University's Human Resources Director or other designated official will promptly schedule a conference to occur between the covered employee's next level supervisor and the covered employee, normally within five (5) calendar days. At the conference with the covered employee's next level supervisor, the covered employee will have an opportunity to present his position regarding the grievance. The next level supervisor may conduct appropriate investigations and fact findings to determine whether to accept, reject, or modify the disciplinary action taken against the covered employee. The covered employee will be advised of his next level supervisor's decision in writing within five (5) calendar days of the conference.

Step Two

To continue the grievance, the covered employee must notify the University's President or a designee in writing. The request to continue the grievance must be received (or, if mailed, postmarked) within five (5) calendar days after receiving the Step One decision. The University's President or a designee must promptly schedule and conduct a conference with the covered employee, normally within five (5) calendar days. The covered employee will be provided an opportunity at this time to present his position regarding the grievance. The University's President or a designee may conduct appropriate investigations and fact findings to determine whether to accept, reject, or modify the disciplinary action taken against the covered employee. The University's President or a designee must advise the covered employee of the decision in writing within five (5) calendar days of the conference. This decision will be final within the agency.

Failure by the agency to issue a final decision within 45 calendar days from date the grievance is initially filed with the agency is considered an adverse decision.

General Information

Failure by the covered employee to comply with the internal time periods in the University's grievance procedure constitutes a failure to exhaust administrative remedies and waives the covered employee's right to further continue the grievance. The internal time periods of the agency grievance procedure and the 45 calendar day period for action by the University may not be waived except by mutual written agreement of both parties.

The Act provides that a covered employee has the right during the grievance and appeal process to a representative, which may include legal counsel. If the covered employee chooses to exercise the right of legal counsel, it shall be at his expense.

Calendar days as outlined in this policy are computed by excluding the first day and including the last. If the last day falls on a Saturday, Sunday or legal holiday it must be excluded.

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Appeal to the State Human Resources Director

The Act also provides for an appeal of a grievance beyond the University to the State Human Resources Director after **all** administrative remedies to secure relief within the University have been exhausted. A covered employee has not exhausted administrative remedies to secure relief within the University until the University's internal grievance process is completed **or** the 45 calendar days provided for the agency to issue a decision has elapsed, whichever occurs sooner.

Any covered employee may appeal the decision of the University Director or a designee. Such appeal must be in writing and submitted to the State Human Resources Director within ten (10) calendar days of receipt of the agency's final decision or 55 calendar days from the initial date the grievance was filed within the University, whichever occurs later. As to the 55 calendar days, the Act provides that a covered employee may appeal directly to the State Human Resources Director in the event the University does not complete its entire internal grievance procedure within 45 calendar days from the time the grievance is initially filed within the agency. Failure by the University to issue a final decision within this 45 calendar day period is considered an adverse decision and allows the covered employee to proceed with an appeal to the State Human Resources Director **after** 45 calendar days, but no later than 55 calendar days from the initial date the grievance was filed within the agency.

Failure by the covered employee to file an appeal within the time periods referenced in this section shall constitute a waiver of the right to appeal.

The time periods related to filing an appeal with the State Human Resources Director may **not** be waived.

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SECTION: Employee Relations	Section: VII
	Subject: L
SUBJECT: Workplace Violence	Effective: 06/05/09
	Established: 05/29/09

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WORKPLACE VIOLENCE

Policy

It is the policy of South Carolina State University to promote a safe environment for its employees. The University is committed to working with its employees to maintain a work environment free from violence, threats of violence, intimidation and other disruptive behavior.

South Carolina State University has zero tolerance for violence against any member of the workforce, any other persons in the workplace, or on its property. Violence, threats, intimidation and other disruptive behavior in the University's workplace are prohibited and will not be tolerated. Each allegation of violence will be taken seriously and will be dealt with appropriately. Workplace violence is defined as any actual or threatening behavior of a violent nature, as understood by a reasonable person, exhibited by any person subject to this policy. Examples of workplace violence include, but are not limited to:

- A. Intentional physical contacts for the purpose of causing harm (such as slapping, punching, striking, shoving, or otherwise physically attacking a person).
- B. Menacing or threatening behavior (such as throwing objects, waving fists, damaging property, stalking, or otherwise acting in an aggressive manner; or using oral or written statements which clearly indicate specific intent to cause physical harm to individuals or property, either presently or in the future).
- C. Possessing any firearm, or any components which can readily be assembled into a firearm without specific written authorization from South Carolina State University Chief of Campus Police, or otherwise authorized by law. (Possession of a concealed weapons permit does not authorize possession of a firearm on South Carolina State University property).
- D. Any such other conduct as may be specifically prohibited by state law or University policy.

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Individuals who commit such acts may be removed from the premises and, depending on the employment relationship may be subject to disciplinary action, criminal penalties or both. Violent, threatening, intimidating or other disruptive behavior must not be ignored. Individuals (including students) who observe or experience such behavior by anyone on University premises or at a University-sponsored event must report it immediately to a supervisor, manager, Campus Police or other appropriate University official. Individuals who receive such reports should seek advice from the Office of Human Resource Management at (803) 536-7047, regarding investigating the incident and initiating appropriate action.

PLEASE NOTE: Threats and assaults that require immediate attention by police authorities at South Carolina State University should be reported to 911 or Campus Police at (803) 536-7188. All persons at off-campus facilities should dial 911 or the appropriate police number.

South Carolina State University will support all efforts made by supervisors, managers and others in dealing with such behavior in its workplace and will monitor whether this policy is being implemented effectively.

Purpose and Scope

- A. This policy applies to all acts or threatened acts of workplace violence on property owned or leased by or under the control of South Carolina State University or at South Carolina State University sponsored events, wherever located.
- B. It is the goal of South Carolina State University to promote a safe, respectful and productive work environment in which to deliver quality academic programs, public service activities, research and administrative services. To this end, the university will not tolerate, condone or ignore workplace violence.
- C. Each department head, manager, supervisor and employee is responsible for keeping the workplace free of violence. This includes intimidating, hostile, threatening, or violent behavior by employees or non-employees (vendors, job applicants, visitors, spouses, etc.) against self, others, University property, or property owned by third parties but present on University premises.

Procedure for Reporting and Investigating Workplace Violence

Any person, who experiences, observes or has knowledge of actual or threatened workplace violence has the responsibility to report the situation as soon as possible.

- A. In the case of an actual or imminent act or threat of violent behavior, call 911 or the South Carolina State University Police Department at (803) 536-7188. All persons at off-campus facilities should dial 911 or the appropriate police number posted at that facility.

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- B. A report should be made to the employee's supervisor or department head and to the Office of Human Resource Management **AFTER** notifying the Police Department. If the employee's immediate supervisor is the problem source, then the impacted employee should contact the supervisor at the next level in the administrative channel.
- C. All reports of workplace violence will be investigated promptly, impartially, and as confidentially as possible.
- D. Employees are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as soon as possible.
- E. Any form of retaliation against employees for making a bona fide report concerning workplace violence is prohibited.

Reporting Responsibilities of Supervisors

The Office of Human Resource Management should be contacted immediately if it is anticipated that the actions of anyone have the potential or appearance of creating an environment that could cause or contribute to an act of violence. The following are examples of warning signs which may indicate a potential for workplace violence.

- A. Making intimidating comments, threats, or allusions to violence against others.
- B. Frequent angry outbursts, difficulty controlling temper.
- C. Recent isolation of self from co-workers.
- D. Rash or impulsive behavior without apparent forethought.
- E. Not receptive to accept criticism or blames others when things go wrong.
- F. Evidence of substance abuse.
- G. Extreme interest in or obsession about firearms or other weapons.
- H. Co-workers fear or have concerns about this person's behavior.
- I. Preoccupation with violence.
- J. Expressions of excessive bitterness by disgruntled employee or ex-employee.
- K. Obsession with retaliation after being disciplined.

A supervisor who observes such behaviors in an employee, particularly when the changes represent recent and sudden behavioral changes, should consult with his or her manager to determine whether other University resources are required in dealing with the situation. Any doubts should be resolved in favor of consulting the Office of Human Resource Management. Human Resource Management can assist with the determination, and can arrange counseling through an Employee Assistance Program.

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Non-Disciplinary and Disciplinary Action

- A. After the investigation is complete, it will be reviewed to determine first whether a violation of this policy has occurred and if so, the appropriate action to be taken.
- B. Actions that may be taken for violations of this policy include, but are not limited to:
 - 1. Mandatory participation in counseling.
 - 2. Application of appropriate sanctions under the Progressive Discipline Policy.
 - 3. Prosecution in the appropriate criminal court.
 - 4. Special procedures such as job relocation, trespass notice, or application for a court order.
- C. If, upon investigation, it is determined that a report was intentionally falsified or made maliciously, the employee who provided the false information may be subjected to appropriate disciplinary action and/or criminal prosecution.
- D. Any employee who believes that he or she is a victim of violent conduct may contact the Office of Human Resource Management to obtain advice in dealing with the situation.

Responsibilities of Members of the University Community

- A. Designated University Representatives

Each Vice President (or applicable Division Head) will designate a minimum of two representatives for training in: assisting supervisors in responding to work place violence complaints; facilitating appropriate responses to reported incidents of workplace violence; and notifying the South Carolina State University Police Department and the Office of Human Resource Management of such complaints.
- B. Employees (including Student Employees)
 - 1. Employees should report workplace violence, as defined above, regardless of the relationship of the employee to the person believed to have engaged in workplace violence, to their supervisor. Recurring or persistent workplace violence that an employee reasonably believes is not being addressed satisfactorily, or violence that is, or has been, perpetrated by the employee's supervisor should be reported to the Office of Human Resource Management.
 - 2. Employees who have obtained restraining orders or other judicial orders involving inappropriate contacts are expected to provide a copy of such order to their supervisors and the South Carolina State University Police Department.
 - 3. A victim of domestic violence who believes the violence may extend into the workplace, or employees who believe they may be subjected to violence extending into the workplace, are encouraged to notify their supervisor and the South Carolina State University Police Department. Confidentiality will be maintained to the extent possible.

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C. Supervisors

1. All university supervisors and administrators, including department chairs, deans, directors and managers, are required to respond to a notification of a violation of this policy in a timely manner, taking the actions as required herein. Further, supervisors are required to report the suspected violation to the appropriate designated University representative.
2. Supervisors are required to contact the South Carolina State University Police Department in the event of imminent or actual violence.
3. Supervisors are expected to inform the next higher level supervisor promptly about any acts or threats of violence even if the situation has been addressed and resolved.

D. Students

Students who witness violence or learn of threats of violence as defined in this Policy should report the incident directly to the South Carolina State University Police Department. If there is no imminent danger, students should report threatening incidents, as defined in this policy, to the Vice President of Student Affairs at (803) 536-8190. Students may refer to the Student Handbook for additional information.

Confidentiality

The university shall maintain the confidentiality of investigations to the extent possible within the requirements of conducting reasonable investigations while ensuring the safety of members of the University community. The University will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this Policy and that the safety and well being of members of the University community would be served by such an action.

Retaliation

Retaliatory action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in the reporting of, investigation or responding to a workplace violence is a violation of this Policy. It is also a violation of this Policy to take adverse action against an employee solely on account of his/her being an actual or potential victim of workplace violence.

Education

In order to eliminate and/or minimize the risks involved with violence in our workplace, the University's Office of Professional Development and Training is responsible for the development, implementation and scheduling of training for South Carolina State University faculty, staff and students. All employees, regardless of their level of risk, will receive workforce violence training.

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SECTION: Employee Relations	Section: VII
	Subject: M
SUBJECT: Equal Employment Non-Discrimination Policy	Effective: 8/1/07
	Revised:

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EQUAL EMPLOYMENT NON-DISCRIMINATION POLICY

Policy

- A. South Carolina State University provides equal employment opportunity to all employees and job applicants without regard to race, color, religion, gender, national origin, age, disability or veteran status, in accordance with applicable federal and state laws.
- B. This policy of equal employment opportunity/non-discrimination encompasses all aspects of employment including, but not limited to:

Recruitment	Compensation	Transfer
Selection	Benefits	Reduction-in-force
Placement	Promotion	Recall
Training	Discipline	Termination

Procedures

- A. It is the responsibility of every manager and supervisor to create and maintain a work environment that is free of unlawful discrimination and all forms of harassment including, but not limited to, harassment based on gender, race, color, religion, national origin, age, disability, or veteran status.
- B. Every employee is responsible for respecting the rights of other employees, students, vendors and visitors of the University.
- C. An employee or job applicant who experiences any form of unlawful discrimination or harassment should immediately report the incident to the Human Resources Director.
- D. Complaints should be submitted in writing and include date, time, place, name of person(s) involved and other accurate details of the incident.

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- E. If an employee or job applicant (complainant) is unable to submit a written complaint, the Human Resources Director, or his/her designee, will write down the oral complaint. The documented complaint will be given to the complainant to verify its completeness and accuracy. The complainant will sign and date the document.
- F. All complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible. However, the investigation may include interviewing persons who have direct knowledge of the incident and/or information pertinent to the investigation.
- G. The complainant and the person, against whom the complaint was made, will be informed in writing of the outcome of the investigation and any action taken by management, with the exception of individual disciplinary actions.
- H. Every employee, regardless of classification, is responsible for cooperating with any investigation initiated under this policy.
- I. The University prohibits any form of retaliation against any employee or job applicant who makes a complaint or assists in an investigation under this policy.
- J. An employee who knowingly makes a false complaint will be disciplined.
- K. The Office of Human Resources Management will periodically conduct equal employment/non-discrimination workshops for supervisors and managers.
- L. New employees will be informed of this policy during Orientation.

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SECTION: Personnel Records	Section: VIII
	Subject: A
SUBJECT: Freedom of Information	Effective: 01/01/06
	Revised: 12/01/05

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FREEDOM OF INFORMATION

Release of Information/Freedom of Information Act

Release of any information in personnel files is done so only in accordance with the Freedom of Information Act (FOIA). Information shall only be made available upon written request submitted to the University's Office of Human Resource Management. The Office of Human Resource Management will charge the person requesting the information the actual cost incurred in providing the information. This charge shall consist of the hourly rate of the individual who is assigned the task of gathering the requested information plus any copying costs. Should a request necessitate use of the department's computer facilities, the person requesting the information will be charged the actual computer time, personnel and supplies. These fees, or a minimum of a 50% deposit, shall be paid prior to any action being taken on the request. The entire cost must be paid prior to the information being provided to the person requesting it.

Inquiries

All inquiries or requests for references regarding either current or former employees must be directed to the Office of Human Resource Management. Basic information for credit inquiries, reports, employment references, etc. from financial institutions or prospective employers, will be provided from official personnel records and may be done so at no cost.

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SECTION: Personnel Records	Section: VIII
	Subject: B
SUBJECT: Official Personnel Records	Effective: 01/01/06
	Revised: 12/01/05

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OFFICIAL PERSONNEL RECORDS

Official personnel records of all staff employees of South Carolina State University are maintained in the University's Office of Human Resource Management. Individual personnel files include the employment application, notice of personnel actions, correspondence directly related to the employee's work record, performance appraisals, notices of disciplinary actions, and other related documents. An employee's personnel file shall be made available for the employee's review upon request. These records are the property of the University and are placed on file as a permanent record.

Confidentiality

Personnel records are maintained as confidential information. To ensure the confidentiality of the personnel files, only authorized persons under proper circumstances are allowed to review information contained in them.

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SECTION: Separation	Section: IX
	Subject: A
SUBJECT: Resignations/Terminations/Dismissals	Effective: 1/1/06
	Revised: 12/1/05

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RESIGNATIONS/TERMINATIONS/DISMISSALS

- A. Any employee may resign from South Carolina State University by presenting a written resignation to the appropriate department head.
- B. Any employee who intends to resign is expected to discuss the subject informally and frankly with his or her supervisor, or with such other official as would be appropriate, as far in advance as possible. To resign in good standing an employee should, when possible, give the department the benefit of at least two weeks prior notice, and in certain key positions, additional advance notice beyond this period of time may be expected.
- C. A resignation to accept employment in another State agency does not constitute a break in service unless the employee receives a lump sum payment for accrued annual leave or unless 15 calendar days without pay expire before the employee reports to the new agency.
- D. An employee who resigns may not rescind a resignation unless the Vice President (or applicable Division Head), as the President's designee, agrees to the rescission. Any employee who voluntarily submits a written resignation shall not have the right of appeal to the University or State Employee Grievance Committee.
- E. Any employee may be dismissed for cause (see Section VII, Subject I "Progressive Discipline Policy"). All dismissal notices shall be in writing, stating the reason for the dismissal, approved by the Vice President, and given to the employee with a copy to the Office of Human Resource Management. An employee with permanent status who is dismissed shall have the right to file a grievance with the University and State Employee Grievance Committees. An employee who is terminated during the probationary period shall not have the right to grieve the termination.
- F. An Employee Separation Notice ([Form P-31](#)) must be completed on all separating employees (excluding students) and forwarded to the Office of Human Resource Management.
- G. An exit interview is scheduled by the Office of Human Resource Management if requested by the terminating employee. Otherwise, an Exit Interview Questionnaire ([Form P-30](#)) will be mailed to the terminated employee at his or her address of record.

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SECTION: Separation	Section: IX
	Subject: B
SUBJECT: Retirement	Effective: 01/01/06
	Revised: 7/29/19

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RETIREMENT

The South Carolina Retirement System provides for retirement income to supplement Social Security and other retirement benefits.

- A. Any employee interested in retiring should contact the University's Office of Human Resource Management as early as possible to initiate proper planning and administrative coordination. For details of retirement benefits, see Section V, Subject A of this manual, or contact the Office of Human Resource Management.

- B. Upon retirement, employees with unused sick leave balances can receive additional retirement service credit of up to 90 days of unused sick leave. For more information contact the Office of Human Resource Management.

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SECTION: Separation	Section: IX
	Subject: C
SUBJECT: Death	Effective: 01/01/06
	Revised: 12/01/05

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DEATH

Upon the death of an active South Carolina State University employee, the supervisor should notify the Office of Human Resource Management as soon as possible. The Office of Human Resource Management will assist in the completion of all matters concerning retirement and benefits, and ensure contact with other offices as necessary.

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SECTION: Separation	Section: IX
	Subject: D
SUBJECT: Terminal Pay	Effective: 01/01/06
	Revised: 12/01/05

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Terminal Pay

- A. All separating employees must have a Pay Release and Clearance Form ([P-44](#)) completed and submitted to the Payroll Office prior to release of his or her final paycheck. Final wages (including payment for unused annual leave) due an employee shall be paid on the next regular payday after separation, if sufficient notification of the separation was given to the Office of Human Resource Management. Payment of final wages shall not exceed 30 days after separation from employment.

- B. A State employee who is separated from State employment, for reasons other than retirement or death, shall be paid for unused annual leave up to a maximum of 45 days in a calendar year.

- C. Leave credit is determinable as of the last day of work. If the employee works one-half the workdays of the month, the month's accrual shall be included in payment of unused annual leave.