

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION
COMPENSATION POLICY AND PROCEDURE**

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

I. Policy

It is the policy of the Department of Administration to comply with State and Federal policies and guidelines governing pay. The Department of Administration follows the policies of the Division of State Human Resources in the administration of the uniform pay plan to positions in classified status. Office of Administrative Services-Human Resources is charged with the responsibility of administering the pay plan within the Agency.

II. Employment Rates

An employee who is given an initial appointment shall be paid at the minimum hire rate for the position in which hired unless the employee possesses training and/or experience substantially above the minimum training. In these cases, Office of Administrative Services-Human Resources may approve a higher rate before an offer of employment is made. Written justification by the employing supervisor for a hire above the minimum must be included in the hiring package (see Recruitment and Selection Policy).

III. Return from Leave Without Pay

An employee who returns from an authorized leave of absence without pay shall be paid at the same rate being paid at the time leave was granted, except that the employee shall be granted any unconditional legislative general increases and unconditional salary increases resulting from adjustments made in the pay range during the employee's leave of absence. In determining the amount of adjustment, if any, that the employee returning shall be granted, the same implementation instructions that applied to all employees in that class shall be followed.

IV. Salary Increases

The Agency, at its discretion, may provide salary increases to employees under certain circumstances. The amount of increase, if any, shall be determined by the Agency in accordance with Department of Administration regulations. Salary increases are recommended

by the Office/Division Director and approved by Office of Administrative Services-Human Resources and the Chief of Staff. Salary increases, where authorized, generally fall into the following three categories and are for the indicated reasons:

- A. Legislative Pay Increase
- B. In-Band Salary Increases
 - Additional Job Duties or Responsibilities Increase
 - Transfer Increase
 - Retention Increase
 - Performance Increase
- C. Upward Band Salary Increases
 - Promotional Increase
 - Reclassification Increase

V. Salary Decreases

The Agency may decrease an employee's salary under certain circumstances. The amount of decrease, if any, shall be determined by the Agency in accordance with Department of Administration regulations. Salary decreases, where authorized, generally fall into the following two categories and are for the indicated reasons:

- A. In-Band Salary Decreases
 - Performance Decrease
 - Removal of Additional Job Duties and/or Responsibilities (within six months of receiving increase)
 - Assignment of Lower Level Responsibilities
 - Voluntary: Salary decrease will be effective the date of reduced responsibilities
 - Involuntary: Salary decrease will be effective one year from date of reduced responsibilities
- B. Salary Decreases Resulting from Downward Band Changes
 - Demotion and Downward Reclassification Decreases

NOTE: Information concerning pay procedures is available from Office of Administrative Services-Human Resources.