

State Human Resources Policy #E24-102.08

Salary Increases

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.

DEFINITIONS

Agency – The South Carolina Military Department/Office of the Adjutant General

Base Salary - The rate of pay approved for an employee in their position exclusive of any additional pay, such as supplements, bonuses, longevity pay, temporary salary adjustments, shift differential pay, on-call pay, call back pay, special assignment pay, or market or geographic differential pay.

FORMS

All forms noted for use in accordance with this Policy may be found at <https://scmd.sc.gov/state-operations/forms> under the “Human Resources” Section.

POLICY

1. The South Carolina Military Department (Agency) may award employees salary increases based on a variety of factors such as promotion, reclassification, performance, additional job duties or increase in responsibilities, retention, transfer, additional skills or knowledge increase, etc.

2. No employee of the Agency may receive a salary in excess of 95% of the midpoint of the Agency Head’s (TAG) salary range or the Agency Head’s actual salary, whichever is greater, except on approval of the Department of Administration’s State Human Resources Director.

3. Authority for Salary Increase Approval

a. The Chief of Staff for State Operations has the authority to approve salary increases up to 7% provided such increase does not place the employee’s salary above the maximum of the pay band.

b. The Deputy Adjutant General for State Operations has the authority to approve salary increases up to 10% provided such increase does not place the employee’s salary above the maximum of the pay band

c. The Adjutant General has the authority to approve salary increases up to 15% provided such increase does not place the employee’s salary above the maximum of the pay band.

d. For an increase of more than 15%, the Agency must submit written justification to Director of the Division of State Human Resources (DSHR) for approval

4. Salary Increases

a. Promotion

(1) The Agency may award salary increases to an employee upon the employee being promoted to a higher pay band.

(2) The salary increase must be at least to the minimum rate of the new State pay band.

(3) The salary increase will not be above the maximum of the new State pay band.

(4) Upon promotion, the Agency may increase an employee's salary up to 15% of their salary prior to promotion, or to the midpoint of the new pay band, whichever is greater.

(5) For an increase of more than 15% and/or above the midpoint of the new pay band, the Agency must submit written justification to DSHR for approval. Such increase shall not place the employee's salary above the maximum of the new pay band.

(1) The requesting Program Manager or Department Head (or their authorized representative) must include an updated *Position Description – Employee Performance Evaluation Form* with all requests for promotion.

b. Reclassification to a Higher Pay Band

(1) The Agency may award salary increases to an employee upon the employee being reclassified to a higher pay band.

(2) The salary increase must be at least to the minimum rate of the new State pay band.

(3) The salary increase will not be above the maximum of the new State pay band.

(4) Upon reclassification, the Agency may increase an employee's salary up to 15% of their salary prior to reclassification, or to the midpoint of the new pay band, whichever is greater.

(5) For an increase of more than 15% and/or above the midpoint of the new pay band, the Agency must submit written justification to DSHR for approval. Such increase shall not place the employee's salary above the maximum of the new pay band.

(6) The requesting Program Manager or Department Head (or their authorized representative) must include an updated *Position Description – Employee Performance Evaluation Form* with all requests for reclassification.

c. Performance

(1) The Agency may award an in-band salary increase based on the employee's pattern of performance as exhibited by their most current Employee Performance Evaluation System (EPES) evaluation rating for the State Fiscal Year.

(2) The Agency may increase an employee's salary up to 15% of the employee's Base Salary provided such increase does not place the employee's salary above the maximum of the employee's current State pay band.

(3) For an increase of more than 15%, the Agency must submit written justification to DSHR for approval. Such increase shall not place the employee's salary above the maximum of the pay band

(4) The requesting Program Manager or Department Head (or their authorized representative) must include a copy of the employee's latest EPES evaluation with the request.

d. Additional Job Duties or Increase In Responsibilities

(1) The Agency may award an in-band salary increase when an employee is assigned additional job duties or broader responsibilities, either within their current position or as a reassignment to another position in the same pay band in the Agency.

(2) The Agency may increase an employee's salary to up 15% of the employee's Base Salary for the recognition of the additional job duties or responsibilities, provided such increase does not place the employee's salary above the maximum of the pay band.

(3) For an increase of more than 15%, the Agency must submit written justification to DSHR for approval. Such increase shall not place the employee's salary above the maximum of the pay band.

(4) The requesting Program Manager or Department Head (or their authorized representative) must include an updated *Position Description – Employee Performance Evaluation Form* with the request.

(5) Should the additional job duties or responsibilities be removed from the employee, the Agency may reduce the employee's salary up to the amount of the increase the employee received for the additional job duties or responsibilities. This is not a grievable action by the employee.

e. Retention

(1) The South Carolina Military Department may grant an in-band salary increase when an employee has a bona fide job offer from another employer, either within or outside of State government, and the Program or Department wishes to retain the services of this employee in their current position.

(2) The Agency may increase an employee's salary up to a maximum of 15% of the employee's Base Salary for the purpose of retention provided such increase does not place the employee's salary above the maximum of the employee's current State pay band.

(3) For an increase of more than 15% for employees who have bona fide job offers, the Agency must submit written justification to DSHR for approval. Such increase shall not place the employee's salary above the maximum of the pay band.

(4) An employee shall receive no more than one retention increase in a one-year period.

(5) The Program Manager or Department Head (or their authorized representative) will attach verification of the job offer to the request.

f. Transfer

(1) Employees who transfer from a position in another State Agency to a position with the Agency within the same State pay band as their current position may be awarded an in-band salary increase upon transfer.

(2) The Agency may increase an employee's salary up to a maximum of 15% of the employee's Base Salary provided such increase does not place the employee's salary above the maximum of the pay band.

(3) For an increase of more than 15%, the Agency must submit written justification to DSHR for approval. Such increase shall not place the employee's salary above the maximum of the pay band.

g. Additional Skills or Knowledge Increase

(1) The Agency may award an employee an in-band increase when the employee gains additional skills and/or increased knowledge directly related to their job.

(2) The Agency may approve requests for additional skill or knowledge increases of up to 15% of the employee's Base Salary provided such increase does not place the employee's salary above the maximum of the pay band.

(3) For an increase of more than 15%, the Agency must submit written justification to DSHR for approval. Such increase shall not place the employee's salary above the maximum of the pay band.

PROCEDURE

1. The requesting Program Manager or Department Head (or their authorized representative) will document the request on a *Request for Salary Change Form* and submit the form, along with a *Personnel-Payroll Action Request (PAR) Form*, to the South Carolina Military Department State Human Resources Officer (State HRO) along all other required or necessary supporting documentation.
2. The Program Manager or Department Head (or their authorized representative) must verify the availability of funds to support the salary request.
3. The State HRO will verify that the requested increase is in accordance with this Policy and with State Human Resources Regulations.
4. The State HRO will maintain the records of all salary increase actions.