MEMORANDUM

TO:  Deans, Department Heads, and Other Administrative Officials  
FROM:  Susan H. Carullo, University Human Resources Director  
DATE:  July 13, 2015  
SUBJECT:  Fiscal Year 2015-2016 Compensation Guidelines for Employees

Each fiscal year, the state legislature provides guidelines regarding pay increases. This year’s guidelines are outlined in this memorandum.

I.  GENERAL INCREASE

The 2015-2016 Appropriation Act does not authorize an across-the-board general increase for this fiscal year. As a result, the State of South Carolina classified pay bands will not change.

II.  $800 ONE-TIME BONUS

Classified, research grant and unclassified employees (non-faculty and unclassified titles without faculty privileges) who have been in continuous state service for at least six months prior to July 1, 2015 and who make less than $100,000 a year (annualized) will receive an $800 one-time lump sum bonus. This payment will not become a part of the employee’s base salary and is not earnable compensation for the respective retirement systems. The $800 will be prorated based on established FTE percentages on record at the time the bonus is calculated and will be taxed as supplemental income. The anticipated pay date for the bonus is October 21, 2015. An employee’s total compensation received from all MUSC entities will be used to determine the $100,000 salary limit.

III.  PAY FOR PERFORMANCE (PFP)

A.  Faculty Employees

MUSC executive leadership has approved a 0.0% - 2.0% performance increase for employees in faculty positions effective July 1, 2015. For applicable faculty employees, this increase will not be automatically applied and will require departments wishing to grant this increase to submit salary changes through Teamworks (salary change code S22). Salary adjustments are to be merit based and linked to the annual faculty performance evaluation.

B.  Classified, Research Grant, and Unclassified Employees (Non-Faculty and Unclassified Titles without Faculty Privileges)

MUSC Executive leadership has also approved a pay for performance increase for fiscal year 2015-2016 for employees occupying classified, research grant and unclassified non-faculty positions. Increases of 1.0%, 1.5% and 2.0% will be awarded to eligible employees who receive a meets, exceeds or substantially exceeds respectively on the evaluations that are due in SuccessFactors no later than August 1, 2015. The effective dates for implementation of increases are September 20, 2015 (biweekly) and October 1, 2015 (monthly).

<table>
<thead>
<tr>
<th>SUCCESS FACTORS RATING</th>
<th>PERFORMANCE INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substantially Exceeds</td>
<td>2.0%</td>
</tr>
<tr>
<td>Exceeds</td>
<td>1.5%</td>
</tr>
<tr>
<td>Meets</td>
<td>1.0%</td>
</tr>
</tbody>
</table>
C. Eligible Employees

The Board of Trustees approved PFP plan includes all classified, research grant, and unclassified employees (non-faculty employees and unclassified titles without faculty privileges).

Probationary employees who began employment with MUSC on or prior to April 1, 2015, will receive the “meets” PFP increase. Those who began employment with MUSC after April 1, 2015, will not be eligible for a performance increase under this year’s PFP plan.

D. Effective Dates

- April 1, 2015 – The cutoff date for probationary and newly hired research grant employees. Those probationary and research grant employees hired on or prior to April 1 will receive the meets (1.0%) PFP increase. Those hired after April 1, 2015, are not eligible for a PFP increase.
- August 1, 2015 – The Universal Review Date: The date employee evaluations are to be completed in SuccessFactors, to ensure accurate pay for performance.
- September 1, 2015 – Evaluations not completed by this date will receive a meets by default rating and will receive the 1.0% PFP increase.
- September 20, 2015 – The effective date for PFP increases for non-exempt (hourly-paid) employees.
- October 1, 2015 – The effective date for PFP increases for exempt (salaried) employees.

E. Additional Information

- Unless otherwise noted, PEAR forms will not be required to implement the PFP for those employees whose evaluations are completed in SuccessFactors by September 1, 2015.
- Employees who are at or near the pay band maximum may be eligible for a lump sum bonus which will equate to the percentage of base pay, according to the performance increase rating, that the employee was unable to receive.
- An employee who receives a score of “1” on any job responsibility, a score of “1” on the standards of professional behavior or an overall score of “1” on pillar goals, will not be eligible to receive a PFP.

If you have questions or need additional information, please contact Rhonda Richardson at richardr@musc.edu or 792-2685, or the Compensation Section of Human Resources Management at 792-2683 or 792-4428.

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SHC/Jo
c: Vice Presidents
## State of South Carolina Pay Bands

<table>
<thead>
<tr>
<th>Band</th>
<th>Minimum</th>
<th>Midpoint</th>
<th>Maximum</th>
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<tbody>
<tr>
<td>01</td>
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<td>$84,828.00</td>
<td>$120,884.00</td>
<td>$156,941.00</td>
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### Effective Dates

- **June 15, 2014** – Non-Exempt
- **July 1, 2014** – Exempt