

MEMORANDUM

TO: Deans, Department Heads, and Other Administrative Officials

FROM: Susan H. Carullo *SHC*
Director

DATE: June 5, 2009

SUBJECT: **Fiscal Year 2009-2010 Compensation Guidelines for Employees
In Classified, Unclassified Non-Faculty and Faculty FTE Positions**

Each year the State Legislature provide guidelines regarding across-the-board pay increases, if applicable. This year's guidelines as approved are outlined in this memorandum.

I. GENERAL INCREASE

A. Classified and Unclassified Non-Faculty Employees Occupying FTE Positions

The 2009-2010 Appropriation Act does not authorize a general base pay increase for classified or unclassified non-faculty employees in FTE positions.

B. Faculty Employees Occupying FTE Positions

The 2009-2010 Appropriation Act also does not specify a general base pay increase range for faculty FTE employees.

C. Employees Occupying Research Grant, Post Doctoral Scholar, Resident, Student and Temporary Positions

Although compensation for Research Grant, Post Doctoral Scholar, Resident, Student and Temporary employees is not governed by the Appropriation Act, the same guidelines will apply for these employees as specified above.

II. PAY FOR PERFORMANCE

Provisions for a consistent pay-for-performance policy was approved and funded by MUSC leadership in FY 2008-2009. That policy includes classified employees, unclassified non-faculty, and employees in unclassified titles without faculty privileges. Performance increases are contingent upon MUSC's budgetary status. Unfortunately, given the unprecedented budget reductions that MUSC has experienced this past fiscal year, pay-for-performance increases will not be funded for FY 2009-2010. Please note that it is very important that all performance reviews be completed in a timely manner to ensure that performance is appropriately documented during this time frame. It is the desire of MUSC leadership to implement this program in the following year funds permitting.

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III. OTHER PAY ISSUES

An employee may be eligible for a base pay increase this fiscal year for assuming significant additional duties or for a reclassification or promotion to a higher level position. Each request must be approved by the respective Vice President and submitted to Human Resources for approval. In recent months, many employees have accepted the responsibility of additional duties such that only requests outlining substantive changes should be submitted for a pay increase. Market equity adjustments are also permissible and should be documented and approved through the Department of Human Resources Management. Each department should be prudent given the current budgetary challenges to ensure that each request is documented thoroughly. All bonuses and pay increases are reported annually to the Board of Trustees.

Please communicate the contents of this memorandum to employees within your area of responsibility. If you have any questions concerning additional compensation issues, please contact the following Department of Human Resources Management's Classification, Employment and Compensation Section:

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ec: Vice Presidents