

This quick reference guide is designed to provide an overview of the some of the most common HR actions/terminology. Use this guide in conjunction with the [HCM Actions Job Aid](#).

Position Types and Attributes	
Term/Action	Definition
Base Pay	The rate of pay approved for an employee in their position exclusive of any additional pay such as supplements. Also known as base salary.
Base/Basis Period	The period of time that defines the regular annual schedule of employment. Employees on an academic year appointment have a basis of 9-months from 8/16/xxxx – 5/15/xxxx. Employees on a calendar year appointment have a base period of 12-months.
Covered Employee	A full-time or part-time employee occupying a part or all of a Full Time Equivalent (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 definition does not include employees in positions such as temporary, temporary grant or time-limited employees who do not have grievance rights.
Full Time Equivalent (FTE)	A position authorized by the General Assembly which is expressed as a numerical value as a percentage of time in hours and of funds. Employees in these positions are considered State of SC employees.
Reclassification	For classified positions, the assignment of a position in one class to another class which is the result of a natural or an organizational change in duties or responsibilities of the position.
Research Grant Position (RGP)	A type of non-FTE position which is funded by federal grants, private foundation grants, research grants, medical school practice plans, individual private gifts, externally generated revenue for service testing agreements and grant generated revenue or a combination of these funding sources. RGP employees are not covered employees and are not considered State of SC employees.
Temporary Position	A full or part-time non-FTE position established for a period of time not to exceed one year.
Time-Limited Position (TL)	A type of non-FTE position hired to fill a position with time-limited project funding approved or authorized by the appropriate state authority. TL employees are not covered employees and are not considered State of SC employees.

Base Salary Changes	
Term/Action	Definition
Additional Duties or Responsibilities (ADR)	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 and on a permanent basis they may be granted an increase. Should the additional job duties or responsibilities be removed from the employee within six months of the date that the salary increase was awarded, the salary may be reduced by up to the amount of the additional job duties or responsibilities increase.
Additional Skills and Knowledge (ASK)	An increase may be granted when an employee gains additional skill or knowledge that is directly related to their position.
Change in Unclassified Title	Unclassified non-academic staff may receive an increase when the assignment of higher-level job duties or responsibilities result in a change in unclassified state title.
Pay for Performance (PFP)	Increases based on exemplary performance are governed by university policy HR 1.37 Pay for Performance. Employees must meet one or more of the established criteria. Covered staff positions must have had a current year EPMS review of successful or better to be eligible. Staff are limited to one PFP per rolling year, faculty may have more than one in a rolling year period.
Legislative Increase	The state legislature may authorize a general increase or merit increase for FTE employees. General or merit increases shall be provided to employees in accordance with the provisions of the annual Appropriations Act. Research Grant Positions and Time-Limited positions are not eligible for legislative increases but may be awarded an increase of a comparable amount if grant funds, grant generated funds, or project funds are available to cover the cost of the increase.
Promotion	Unclassified employees may receive a promotional increase when it is determined that the new position has a higher level of job duties and responsibilities than the former position. Classified employees may receive a promotional increase when moving to a higher pay band.
Rank Promotion	Rank promotional increases for faculty and unclassified academic staff are governed by state regulations, the appropriate faculty manual and by university policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions. Additional guidance for professional track faculty positions at USC Columbia is available in university policy ACAF 1.16 Professional Track Faculty.
Reclassification	A classified employee may receive an increase when their position is reclassified to a higher pay band.
Retention	An increase may be granted when an employee has a bona fide job offer from another employer, either within or outside of state government. Staff are limited to one retention per rolling year, faculty may have more than one in a rolling year period.
Special Salary Equity Adjustment	An employee may be granted an increase to correct salary inequity or salary compression or to address a job market salary discrepancy for the position.

Ongoing Non-Base Salary Adjustment/Supplement	
Term/Action	Definition
Administrative Salary Adjustment (ASA)	Additional compensation not part of the base pay for faculty to whom additional administrative responsibilities are assigned related to their role as Dean, Assistant Dean, Associate Dean or Department Chair. Note that this category is restricted to select titles defined in state regulations. Special Assignment Pay (SAP) should be used for other administrative appointments.
Chair Professorship (CHR)	Salary adjustment awarded to faculty who have distinguished themselves through their teaching, research, scholarship and creative works. Policies and procedures addressing the appointment and review of endowed chair and named professorship adjustments are provided in university policy ACAF 1.21 Appointment and Review of Endowed Chairs and Named Professorships.
Faculty Overload (FOV)	Additional compensation granted when an FTE faculty member takes on a course overload within their college and discipline.
Grant Salary Adjustment (GSA)	Additional compensation not part of the base pay for an employee in an FTE position for duties that are funded by a grant and are not considered part of the employee's base appointment. For USC, as most grants cannot directly pay for a grant salary adjustment, the adjustment is paid from general funds available because of salary release from the grant funds.
Special Assignment Pay (SAP)	Additional compensation not part of the base pay for an employee for a period of time when on special assignment. When a faculty member assumes an administrative role that is not included for an administrative salary adjustment (e.g., President, Provost, Associate/Assistant Provost, Vice or Deputy Provost, Director, Coordinator, Head, Principal, Chancellor, Fellow or Assistant Department Chair), a special assignment pay should be the mechanism to compensate the faculty member.
Temporary Salary Adjustment (TSA)	Additional compensation not part of the base pay for an employee in an FTE position for a specific period of time. Temporary salary adjustments are for 12 months or less and may be renewed.
Variable Salary Adjustment (VAR)	Additional compensation not part of the base pay for a faculty member in in an FTE position who obtains grant funds to cover a portion of their total compensation. The adjustment can vary based on available resources rather than a formal appointment or assignment of responsibilities.

Applicable Policies:

- ACAF 1.06 – [Academic Titles for Faculty and Unclassified Academic Staff Positions](#)
- ACAF 1.16 – [Professional Track Faculty](#)
- ACAF 1.21 – [Appointment and Review of Endowed Chairs and Named Professorships](#)
- HR 1.37 – [Pay for Performance](#)
- HR 1.38 – [Base Salary Increases](#)
- HR 1.79 – [Salary Adjustments Outside of Base Pay](#)
- HR 1.85 – [Research Grant or Time Limited Positions](#)