Position Categories Guidance for Faculty and Staff
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Introduction

Purpose
The purpose of this document is to provide an overview of the various programs and benefits for which faculty and staff members in specific position categories and types may be eligible. Because eligibility is not determined solely by position category or type, it is recommended that faculty and staff members reference applicable policy and plan documents for program specifics and benefits eligibility details. Faculty and staff members must adhere to all program terms and conditions. Please contact the Office of Human Resources (OHR) to discuss any questions.

This guidance does not create policy. The Clemson University Policy and Procedure Manual is the source of record for policies applicable to all faculty and staff positions. Faculty positions are further governed by the Clemson University Faculty Manual.

Categories of Positions
Position Categories

Faculty/Academic: Positions carrying faculty status that provide teaching, research, public service, librarianship, and/or administrative support to University programs.

Staff: Non-faculty positions, either classified or unclassified, that provide support to University programs through administration, information technology, accounting, engineering, custodial, food service, and craftwork.

Position Types
Each of the position types described below can apply to either the faculty or staff position category.

Full Time Equivalent (FTE): A position that is authorized by the general assembly. These positions represent regular employees.

Temporary Time-Limited Project (TLP): A non-FTE position funded by a contract or other special project. As its name implies, the temporary time-limited position is only viable as long as the contract is in force or other special project is active.

Temporary Grant (TGP): A non-FTE position funded by an approved grant for the duration of the grant.

Intermittent (INT): A non-FTE position used to manage periodic, sporadic, or occasional work needs. The work is recurring or reappearing now and then, irregular, during isolated instances, unpredictable, or work that stops and starts at intervals.

Temporary (TMP): A position that will not exceed twelve (12) months in duration and is used to offset increased work demands or a special project.
Facility Rank Titles and This Document

Faculty members can use the following information to assist with determining the sections of this document to review. Please note that unique situations can create exceptions to this list, and faculty members should contact their HR partner to inquire how to best utilize this document.

<table>
<thead>
<tr>
<th>Faculty Rank Title</th>
<th>Corresponding Section Within This Document</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Faculty Ranks</strong></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Librarian</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Associate Librarian</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Assistant Librarian</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>General Librarian</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td><strong>Special Faculty Ranks</strong></td>
<td></td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>Faculty: Temporary (TMP) and Intermittent (INT)</td>
</tr>
<tr>
<td>Clinical Professor</td>
<td>Faculty: Time-limited (TLP) and Temporary Grant (TGP)</td>
</tr>
<tr>
<td>Clinical Associate Professor</td>
<td>Faculty: Time-limited (TLP) and Temporary Grant (TGP)</td>
</tr>
<tr>
<td>Clinical Assistant Professor</td>
<td>Faculty: Time-limited (TLP) and Temporary Grant (TGP)</td>
</tr>
<tr>
<td>Emeritus Faculty</td>
<td>Contact your HR partner for position information</td>
</tr>
<tr>
<td>Extension Professor</td>
<td>Faculty: Time-limited (TLP) and Temporary Grant (TGP)</td>
</tr>
<tr>
<td>Extension Associate Professor</td>
<td>Faculty: Time-limited (TLP) and Temporary Grant (TGP)</td>
</tr>
<tr>
<td>Extension Assistant Professor</td>
<td>Faculty: Time-limited (TLP) and Temporary Grant (TGP)</td>
</tr>
<tr>
<td>Instructor</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Visiting/Temporary Lecturer</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Post-Doctoral Research Fellow</td>
<td>Faculty: Time-limited (TLP) and Temporary Grant (TGP)</td>
</tr>
<tr>
<td>Professor of Practice</td>
<td>Faculty: Temporary (TMP) and Intermittent (INT)</td>
</tr>
<tr>
<td>Research Professor</td>
<td>Faculty: Time-limited (TLP) and Temporary Grant (TGP)</td>
</tr>
<tr>
<td>Research Associate Professor</td>
<td>Faculty: Time-limited (TLP) and Temporary Grant (TGP)</td>
</tr>
<tr>
<td>Research Assistant Professor</td>
<td>Faculty: Time-limited (TLP) and Temporary Grant (TGP)</td>
</tr>
<tr>
<td>ROTC Faculty</td>
<td>Contact your HR partner for position information</td>
</tr>
<tr>
<td>Visiting Professor</td>
<td>Faculty: Temporary (TMP) and Intermittent (INT)</td>
</tr>
<tr>
<td>Visiting Associate Professor</td>
<td>Faculty: Temporary (TMP) and Intermittent (INT)</td>
</tr>
<tr>
<td>Visiting Assistant Professor</td>
<td>Faculty: Temporary (TMP) and Intermittent (INT)</td>
</tr>
<tr>
<td>Visiting Instructor</td>
<td>Faculty: Temporary (TMP) and Intermittent (INT)</td>
</tr>
<tr>
<td><strong>Administrative Faculty</strong></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Provost</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Associate Provost</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Dean</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Assistant Dean</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Department Chair</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
<tr>
<td>Extension Director</td>
<td>Faculty: Full-time Equivalent (FTE)</td>
</tr>
</tbody>
</table>
Policies
Refer to the Clemson University Policy and Procedures manual for the policies that apply to and govern the various position types at Clemson.

http://workgroups.clemson.edu/FIN5337_HR_POLY_PROC_MANUAL/manual_index.php

Refer to the Clemson University Faculty Manual for the policies that apply to and govern the various faculty position types at Clemson.

http://www.clemson.edu/faculty-staff/faculty-senate/manuals.html

Roles and Responsibilities
Office of Human Resources

The Office of Human Resources (OHR) is responsible for providing information on policies and guidance on the various position categories at Clemson. OHR representatives are knowledgeable in the requirements, policies and benefits eligibility applicable to all positions and are available to answer employee questions.
## Definitions

The following definitions are used throughout this document.

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Leave</strong></td>
<td>A predetermined amount of available paid time off work for eligible faculty and staff members to be used for approved absences regarded as vacations, rest and relaxation, personal business or emergencies. More information on annual leave can be found by conducting an online search HERE.</td>
</tr>
<tr>
<td><strong>Annual Leave Payout</strong></td>
<td>A lump-sum payment of unused annual leave hours, up to a maximum of 45 days, to be paid out to eligible faculty and staff members at the time of their separation from employment or movement into certain positions.</td>
</tr>
<tr>
<td><strong>Awards Programs</strong></td>
<td>A monetary payment to a faculty or staff member based on meeting specific written criteria established in the Award Authorization Request and approved by the vice president of the division, the president of the University and the Office of Human Resources. More information on award programs can be found by conducting an online search HERE.</td>
</tr>
<tr>
<td><strong>Bonus Annual Leave Accruals</strong></td>
<td>An increase of 1 ¾ workdays of accrued annual leave for each year of S.C. state service over 10 years for eligible staff members. More information on bonus annual leave for staff members can be found by conducting an online search HERE.</td>
</tr>
</tbody>
</table>
| **Break in Service**             | An additional 12 workdays of accrued annual leave per year after 19 years of Clemson University service for eligible faculty members. For faculty or staff members who earn S.C. state service, a break in service indicates an interruption in the faculty or staff member’s continuous S.C. state service. A break in service may be experienced, but will not always be experienced, when a faculty or staff member
  • receives an annual leave payout,
  • transfers to another S.C. state agency and is not employed within 15 calendar days,
  • is on leave for a period of more than one calendar year,
  • is not recalled or reinstated following a reduction in force,
  • involuntarily separates from state service, or
  • moves from an FTE position to a temporary, temporary time-limited, temporary grant, or intermittent position. |
| **Covered Employee**             | A faculty or staff member occupying a part of or all of an established full-time equivalent (FTE) position who has completed the probationary period and has a satisfactory or higher overall rating on the employee's performance evaluation and who has grievance rights.¹ |
| **Discipline**                   | In general, constructive measures for the correction of performance and/or conduct of faculty and staff members.                                                                                               |

¹ Refer to S.C. Code of Laws, Title 8, Chapter 17.
### Earned State Service

The combined service time that a full-time equivalent (FTE) employee has worked in a full-time equivalent (FTE) position. State service time excludes time worked within temporary, temporary time-limited, temporary grant, and intermittent positions.\(^2\)

### Employee

Term used to refer to both faculty and staff members.

### Employee Assistance Program (EAP)

A program available to faculty and staff members and their dependents/household members that provides a variety of health and wellness, counseling, referral, and consultation services to assist with work/life issues. More information on this program can be found [here](#).

### Employee Tuition Assistance Program (ETAP)

A program that allows eligible faculty and staff members to take college courses through Clemson University at no cost or a reduced cost. Additional information on this program can be found in the [Employee Tuition Assistance Program Overview](#).

### Executive Leadership Team

Key members of the University’s leadership team who report in through the president.

### Fair Labor Standards Act (FLSA)

Federal law that governs overtime pay and sets federal minimum wage and child labor law.

### Family Medical Leave Act (FMLA)

A federal law that entitles eligible faculty and staff members to take unpaid, job-protected leave for a designated period of time for specified personal, family medical, and other reasons under specified circumstances. Additional information about FMLA can be found [here](#).

### Family Sick Leave

A predetermined amount of available paid time off work for eligible faculty and staff members due to an immediate family member’s illness. An immediate family member is classified as a spouse or child of the faculty or staff member, or the mother, father, brother, sister, grandparent, legal guardian, and grandchild of the faculty or staff member or the spouse. More information on family sick leave can be found [here](#).

### Grant Personal Leave

A predetermined amount of available paid time off work for eligible faculty and staff members to be used for approved absences regarded as vacations, rest and relaxation, personal business, emergencies, personal illness or the illness of an immediate family member. An immediate family member is classified as a spouse or child of the faculty or staff member, or the mother, father, brother, sister, grandparent, legal guardian, and grandchild of the faculty or staff member or their spouse. Additional information on grant personal leave can be found by doing an online search [here](#).

### Grant Personal Leave Payout

A lump-sum payment of unused grant personal leave hours to be paid out to eligible faculty and staff members at the time of their separation from employment or movement into ineligible positions.

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2 Earned state service does not apply to state retirement benefits; see State Retirement Earned Service.
<table>
<thead>
<tr>
<th><strong>Grievance</strong></th>
<th>A complaint filed by a covered employee or the employee’s legal representative regarding an adverse employment action taken by the University as designated in 8-17-330 of the S.C. Code of Laws.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incentive Bonus</strong></td>
<td>A monetary payment to a faculty or staff member for meeting specific written criteria established in the annual Bonus Guidelines and contributing to the mission of the University. More information on incentive bonuses can be found by conducting an online search <a href="#">HERE</a>.</td>
</tr>
<tr>
<td><strong>Leave Transfer Program (Leave Pool)</strong></td>
<td>A central reserve comprised of faculty and staff members’ donations of sick leave and annual leave hours available for use by eligible faculty and staff members who have experienced a personal emergency and have exhausted all accrued paid leave balances. Additional information about this program can be found <a href="#">HERE</a>.</td>
</tr>
<tr>
<td><strong>Non-State Insurance Programs</strong></td>
<td>Voluntary insurance programs available outside of the state health insurance package to include Aflac accident, cancer, and critical illness coverage as well as MetLife life insurance coverage. Programs are administered through University-approved third-party vendors. Additional information on Aflac insurance can be found <a href="#">HERE</a>, while additional information on MetLife insurance can be found <a href="#">HERE</a>.</td>
</tr>
<tr>
<td><strong>Optional Holiday</strong></td>
<td>A period of time equivalent to an eligible employee’s average workday that may be used to observe a holiday of the employee’s choosing outside of the posted University holiday schedule or applicable holiday schedule.</td>
</tr>
<tr>
<td><strong>Other Leave Programs</strong></td>
<td>Additional types of paid and unpaid leave available to eligible faculty and staff members, to include: administrative leave, adoption leave, American Red Cross certified disaster leave, blood drive and donation leave, bone marrow/donor leave, court leave, death in immediate family leave, hazardous weather leave, military leave, organ donor leave, sabbatical leave, educational leave, and voting leave. Additional information about other types of leave can be found <a href="#">HERE</a>.</td>
</tr>
<tr>
<td><strong>Paid Holiday</strong></td>
<td>A day set aside by custom or by law in which normal University activities are suspended or reduced, yet eligible University faculty and staff members are paid as if the University is fully open; generally intended to allow individuals to celebrate or commemorate an event or tradition of significance.</td>
</tr>
<tr>
<td><strong>Performance Bonus</strong></td>
<td>A monetary payment to a faculty or staff member for meeting specific written criteria established in the annual Bonus Guidelines and contributing to the mission of the University. For more information, refer to the <a href="#">Compensation Guidelines</a>.</td>
</tr>
<tr>
<td><strong>Performance Increase</strong></td>
<td>A compensation action used to recognize and reward an individual who has demonstrated a high-level of performance and who has made a significant contribution to the University. For more information, refer to the <a href="#">Compensation Guidelines</a>.</td>
</tr>
<tr>
<td>PerksCard</td>
<td>A voluntary discount program to which employees can subscribe. More information about the PerksCard program can be found <a href="#">HERE</a>.</td>
</tr>
<tr>
<td>Reduction in Force</td>
<td>The elimination of one or more positions in one or more organizational units within the University due to budgetary limitations, shortage of work, organizational changes or outsourcing/privatization.</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>A predetermined amount of available paid time off work for eligible faculty and staff members due to personal illness. More information about sick leave can be found <a href="#">HERE</a>.</td>
</tr>
<tr>
<td>Standard (Work) Hours</td>
<td>Designated work hours per week for an employment position.</td>
</tr>
<tr>
<td>State Health Insurance Package</td>
<td>South Carolina Public Employee Benefit Authority (PEBA) sponsored health insurance programs that consists of medical, dental and vision coverage, life insurance, long-term disability insurance, and the option to enroll in tax-free savings accounts. Additional information on these programs can be found <a href="#">HERE</a>.</td>
</tr>
<tr>
<td>State Retiree Insurance Package</td>
<td>South Carolina Public Employee Benefit Authority (PEBA) sponsored health insurance programs for eligible state of S.C. retirees that consist of medical, dental, and vision coverage. This package is funded by the retiree and/or PEBA. More information on these programs can be found <a href="#">HERE</a>.</td>
</tr>
<tr>
<td>State Retirement Earned Service</td>
<td>Paid employment as an active employee (not retired) during which regular contributions are paid to the South Carolina Public Employee Benefit Authority (PEBA) Retirement System for deposit into an employee’s South Carolina Retirement System (SCRS) plan or Police Officers Retirement System (PORS) plan.</td>
</tr>
<tr>
<td>State Retirement Plans</td>
<td>South Carolina Public Employee Benefit Authority (PEBA) sponsored defined benefit and defined contribution employee retirement plans funded by the employee and the employer. Current plans include the South Carolina Retirement System (SCRS) Plan, the Police Officers Retirement System (PORS) Plan and the State Optional Retirement Program (State ORP). Additional information on these plans can be found <a href="#">HERE</a>.</td>
</tr>
<tr>
<td>Supplemental Retirement Programs</td>
<td>Voluntary retirement plans that allow employees to save and invest additional money for retirement through employee contributions into 401(k), 457(b) and/or 403(b) accounts. Additional information on these plans can be found <a href="#">HERE</a>.</td>
</tr>
<tr>
<td>TicketsatWork Discount Program</td>
<td>A program that offers discounts and special offers on top attractions, theme parks, shows, sporting events, movie tickets, hotels and much more. More information about the TicketsatWork Program can be found <a href="#">HERE</a>.</td>
</tr>
</tbody>
</table>
### University Holiday Schedule

The official listing of University observed holidays per calendar year. View the University Holiday Schedule [HERE](#).

### Voluntary Incentive Programs

State-regulated programs allowing agencies to realign resources and/or permanently downsize based on the ability to demonstrate recurring cost savings. The programs offer an incentive to eligible faculty and staff members to separate from the University. Participation is at the discretion of the eligible employee.
Position Categories Quick Reference Matrix

This matrix illustrates the state- and University-sponsored programs for which a faculty or staff member in a certain position category and type may be eligible. A ✓ identifies programs for which the employee might be eligible in that position category and type, while an ✗ indicates ineligibility. Eligibility is not solely determined by position category or type. Faculty and staff members must adhere to all program terms and conditions. Additional information can be found within this document and on the OHR’s website.

Matrix Assumptions: This matrix assumes the faculty or staff member occupies a position with 30 or more standard hours per week. Faculty and staff members in positions with less than 30 standard hours per week should seek guidance from OHR.

THIS GUIDANCE DOES NOT CREATE POLICY. THE CLEMSON UNIVERSITY POLICY AND PROCEDURE MANUAL IS THE SOURCE OF RECORD FOR POLICIES APPLICABLE TO STAFF POSITIONS. FACULTY POSITIONS ARE GOVERNED BY THE CLEMSON UNIVERSITY FACULTY MANUAL. FOR MORE INFORMATION, CONSULT THE OFFICE OF HUMAN RESOURCES.

<table>
<thead>
<tr>
<th>Topic</th>
<th>STAFF: Full-Time Equivalent (FTE)</th>
<th>FACULTY: Full-Time Equivalent (FTE)</th>
<th>STAFF: Temporary Time-Limited (TLP) &amp; Temporary Grant (TGP)</th>
<th>STAFF: Temporary &amp; Intermittent</th>
<th>FACULTY: Temporary Time-Limited (TLP) &amp; Temporary Grant (TGP)</th>
<th>FACULTY: Temporary &amp; Intermittent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Health Insurance Package</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Non-State Insurance Package</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Retiree Insurance Package</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>State Retirement Plans</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Supplemental Retirement Programs</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Leave</td>
<td>✓</td>
<td>12-month: ✓</td>
<td>TLP: ✓</td>
<td>✓</td>
<td>✓</td>
<td>✗ but only 12-mo TLPs</td>
</tr>
<tr>
<td>Annual Leave Payout</td>
<td>✓</td>
<td>✓</td>
<td>TLP: ✓</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Bonus Annual Leave Accruals</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Possible Use of Annual Leave Payment in Retirement Benefit Estimate</td>
<td>✓</td>
<td>✓</td>
<td>TLP: ✓</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Requesting the Use of More Than 30 Days of Annual Leave in Calendar Year</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>✓</td>
<td>✓</td>
<td>TLP: ✓</td>
<td>✗</td>
<td>TGP: ✗</td>
<td>✗</td>
</tr>
<tr>
<td>Sick Leave Payout</td>
<td>✗</td>
<td>✗</td>
<td></td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Topic</td>
<td>STAFF: Full-Time Equivalent (FTE)</td>
<td>FACULTY: Full-Time Equivalent (FTE)</td>
<td>STAFF: Temporary Time-Limited (TLP) &amp; Temporary Grant (TGP)</td>
<td>STAFF: Temporary &amp; Intermittent</td>
<td>FACULTY: Temporary Time-Limited (TLP) &amp; Temporary Grant (TGP)</td>
<td>FACULTY: Temporary &amp; Intermittent</td>
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<td>-------------------------------------------------</td>
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</tr>
<tr>
<td>Family Sick Leave</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>TLP: ✓</td>
<td>TGP: X</td>
<td>✓</td>
</tr>
<tr>
<td>Possible Use of Sick Leave Balance in Retirement Benefit Estimate</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>TLP: ✓</td>
<td>TGP: X</td>
<td>✓</td>
</tr>
<tr>
<td>Grant Personal Leave</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>TLP: X</td>
<td>TGP: ✓</td>
<td>✓</td>
</tr>
<tr>
<td>Grant Personal Leave Payout</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>TLP: X</td>
<td>TGP: ✓</td>
<td>✓</td>
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### Office of Human Resources - Position Categories Guidance for Faculty and Staff

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### Definitions

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STAFF

Full-Time Equivalent Positions (FTE)

Benefits
Compensation
Performance Management, Discipline and Grievance
Benefits
This section provides an overview of the benefits – insurance, retirement, leave and additional benefits offered – that are available to staff members in FTE positions. The information below does not provide guidance on selecting or enrolling in benefit programs. Additionally, eligibility is not solely determined by position category or type. Program and benefit details are provided in the applicable policy or plan document. Employees are advised to refer to these documents and to contact a benefits counselor in the Office of Human Resources (OHR) regarding the benefit programs available to them as well as the program details.

State Health Insurance Package
Eligibility for the state health insurance package is determined per the South Carolina Public Employee Benefit Authority (PEBA) and the Patient Protection and Affordable Care Act (PPACA). ³

Full-time employees (standard hours of ≥30): Staff members with 30 or more weekly standard hours and who are reasonably expected by Clemson University to work 30 or more hours per week on average over a designated 12-month period are eligible for the state health insurance package. Should an employee’s work hours fall below 30 hours per week, eligibility will be reevaluated based on the expectation of future work hours and prior work history with Clemson University.

Variable hour and part-time employees (standard hours of <30): Staff members who work less than 30 weekly standard hours and who are not reasonably expected by Clemson University to work 30 or more hours per week on average over a designated 12-month period are not eligible for the state health insurance package. Should an employee’s work hours increase, eligibility will be reevaluated based on the expectation of future work hours and prior work history with Clemson University.

Non-State Insurance Programs
Staff members in FTE positions are eligible to seek enrollment in non-state insurance programs provided through Clemson University. Non-state insurance programs are voluntary, and staff members may elect to enroll, change or end participation at any time. ⁴

State Retiree Insurance Package
Eligibility for the state retiree insurance package is determined by the South Carolina Public Employee Benefit Authority (PEBA), not Clemson University. Staff members approaching retirement are offered retiree insurance counseling by the Office of Human Resources to include general information and assistance with retiree insurance applications; however, the final determination regarding an employee’s eligibility to continue state insurance into retirement is made by PEBA.

An individual may be eligible for health, dental and vision coverage in retirement if, 1) he/she retires from an employer who participates in the state insurance program, 2) he/she is eligible to retire when he/she leaves employment, and 3) his/her last five years of employment immediately preceding state

³ Refer to the S.C. Public Employee Benefit Authority Insurance Benefits Guide for more information on eligibility.
⁴ Refer to Aflac coverage information HERE and MetLife coverage information HERE.
(PEBA) retirement were served consecutively in a position with 30 or more standard hours per week (FTE, temporary time-limited or temporary grant).\textsuperscript{5} Individuals who leave employment prior to reaching retirement eligibility are asked to contact PEBA regarding their eligibility for retiree insurance.

**State Retirement Plans**

Staff members in FTE positions must participate in a state retirement plan beginning at the start of employment.

Staff members in FTE positions may elect to participate in the South Carolina Retirement System (SCRS) Plan or the State Optional Retirement Program. University police officers, firefighters and peace officers are enrolled in the Police Officers Retirement System (PORS) Plan.\textsuperscript{6}

**Supplemental Retirement Programs**

Staff members in FTE positions are eligible to participate in supplemental retirement plans provided by Clemson University. Supplemental retirement plans are voluntary, and staff members may elect to start, stop or change contributions at any time.\textsuperscript{7}

**Annual Leave**

Staff members in FTE positions are eligible to accrue annual leave benefits if they have standard work hours of 20 or more per week. The amount of leave accrued will vary according to the staff member’s standard hours.\textsuperscript{8}

**Annual Leave Payout**

Staff members in FTE positions may be eligible for a payout of unused annual leave accruals, up to a maximum of 45 days, at the time of their separation from employment or movement to a temporary position.

**Bonus Annual Leave Accruals**

After 10 years of state service in FTE positions, the member is eligible to accrue bonus annual leave.

**Use of Annual Leave Payment in Retirement Benefit Estimate**

Staff members in FTE positions who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan and who joined those plans prior to July 1, 2012, may elect to include the payment of up to 45 days of unused annual leave accruals in their average final compensation calculation at the time of retirement.

Staff members in FTE positions who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan and who joined those plans on or after July 1, 2012, are not eligible to include the payment of up to 45 days of unused annual leave accruals in their average final compensation calculation at the time of retirement.

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\textsuperscript{5} Refer to the [S.C. Public Employee Benefit Authority Insurance Benefits Guide](#) for more information on eligibility.

\textsuperscript{6} Refer to the [State Retirement Plan Comparison](#).

\textsuperscript{7} Refer to the [Supplemental Retirement Programs Plan Options](#).

\textsuperscript{8} Refer to the [Summary of Leave Benefits](#).
Requesting the Use of More Than 30 Days of Annual Leave in One Calendar Year

Clemson University policy states employees eligible for annual leave benefits may use up to 30 days of annual leave in one calendar year. Staff members in FTE positions who are eligible for annual leave benefits and who experience an illness or injury or who are caring for members of their immediate family who are sick or injured may request the use of more than 30 days of annual leave in one calendar year. The illness must be certified by a health care provider, and the additional leave must be approved by the University president.9

Sick Leave

Staff members in FTE positions are eligible to accrue sick leave benefits if they have standard work hours of 20 or more per week. The amount of leave accrued will vary according to the staff member’s standard hours.10

Sick Leave Payout

Clemson University employees are not eligible at any time for a payout of unused sick leave accruals.

Family Sick Leave

Staff members in FTE positions who are eligible to accrue sick leave benefits may elect to use up to 10 days per year of their sick leave accruals due to an immediate family member’s illness. An immediate family member is classified as a spouse or child of the staff member, or the mother, father, brother, sister, grandparent, legal guardian, and grandchild of the staff member or their spouse.

Use of Sick Leave Balance in Retirement Benefit Estimate

Staff members in FTE positions who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan and who joined those plans prior to July 1, 2012, may elect to receive service credit for up to 90 days of unused sick leave at the time of retirement. One month of service credit is granted for each 20 days of sick leave. This service credit cannot be used to establish retirement eligibility.

Staff members in FTE positions who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan and joined those plans on or after July 1, 2012, are not eligible to receive service credit for up to 90 days of unused sick leave at the time of retirement.

Leave Transfer Program (Leave Pool)

Staff members in FTE positions who are eligible to accrue annual or sick leave benefits may be eligible to receive leave from and donate leave to the Leave Transfer Program.11

Paid University Holidays

Staff members in FTE positions are eligible to observe holidays with pay as published in the University Holiday Schedule. Such staff members in FTE positions within the Public Service and Agricultural (PSA) division are permitted to observe holidays with pay as communicated by the vice president of PSA.12,13

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9 Refer to the Special Leave Request Guidance.
10 Refer to the Summary of Leave Benefits.
11 Refer to the State Leave Transfer Pool Guidance.
12 Refer to the Holiday Schedule.
13 Refer to the Office of Human Resources Holidays Policy.
Paid Optional Holiday
Staff members in FTE positions are eligible to use the predetermined number of paid optional holidays per calendar year in addition to the University paid holidays. ¹¹,¹²

Family Medical Leave Act (FMLA)
Eligible employees may take unpaid, job-protected leave under the FMLA for a specified personal and/or family medical reason and other reasons specified in the FMLA for a designated period of time. Eligibility is determined by the employee’s length of employment with the state of South Carolina and number of hours worked in the preceding 12-month work year. Employees should contact OHR for additional information on this program.¹⁴

Other Leave Programs
Staff members in FTE positions are generally eligible for additional leave benefits, including administrative leave, adoption leave, American Red Cross certified disaster leave, blood drive and donation leave, bone marrow/donor leave, court leave, death in immediate family leave, hazardous weather leave, military leave, organ donor leave and voting leave. Employees should contact OHR for a final determination of eligibility for such programs.

Employee Assistance Program (EAP)
All staff members are eligible to participate in the Employee Assistance Program, which is administered by Deer Oaks EAP, an outside vendor.¹⁵

Employee Tuition Assistance Program
Staff members in FTE positions, with 30 or more standard hours per week, who have been in Clemson University employment for twelve consecutive months, and are in good standing as it relates to conduct and job performance, may take up to six credit hours per academic term at no cost or reduced cost subject to the available course offerings.¹⁶

Voluntary Incentive Programs
Staff members in FTE positions may be eligible to participate in voluntary incentive programs. Eligibility for voluntary incentive programs is determined by the State of South Carolina, OHR and the college or division offering the program. Employees are notified by their college or division when a voluntary incentive program is available.

PerksCard
All staff members are eligible to participate in the PerksCard program.¹⁷

TicketsatWork
All staff members are eligible to participate in the TicketsatWork program.¹⁸

¹⁴ Refer to the FMLA Employee Packet.
¹⁵ Refer to the Employee Assistance Program website.
¹⁶ Refer to the Employee Tuition Assistance Program Overview.
¹⁷ Refer to the PerksCard website.
¹⁸ Refer to the State TicketsAtWork website.
Earned Service

State Retirement Earned Service
Paid staff members in FTE positions who are not retired and are contributing to the South Carolina Public Employee Benefit Authority (PEBA) Retirement System for deposit into their South Carolina Retirement System (SCRS) Plan or Police Officers Retirement System (PORS) Plan accrue state retirement earned service. Earned service is used to calculate the employee’s retirement benefit.

Earned State Service
Staff members in FTE positions accrue earned state service.

Compensation

The Clemson University Compensation Guidelines apply to all faculty and staff members. The guidelines outline institutional policy and explain how compensation actions affect an employee’s total compensation.

State-Mandated Increases
Eligibility for state-mandated increases is dictated by the accompanying state guidelines for each specific compensation increase. Information will be provided by OHR regarding all such increases.

Annual Compensation Plan
Performance Bonus
Staff members in FTE positions may be eligible to receive performance bonuses. Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Employees on warning notice of substandard performance or with documented substandard performance and employees who have received a disciplinary action in the prior 12 months are not eligible.

Incentive Bonus
Staff members in FTE positions may be eligible to receive incentive bonuses. Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Employees on warning notice of substandard performance or with documented substandard performance and employees who have received a disciplinary action in the prior 12 months are not eligible.

Performance Increase
Staff members in FTE positions who are rated exceptional (or the equivalent) on their performance review are eligible. Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

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19 Refer to the Compensation Guidelines.
Award Programs
Staff members in FTE positions, except those FTE employees currently in the probationary period of their employment, may be eligible in accordance with Clemson’s Award Program Policy.

Overtime
Staff members whose positions are classified as nonexempt under the FLSA are eligible for overtime compensation in the form of wages or compensatory time and will receive such compensation for all time actually worked in excess of 40 in one workweek at a time and one half rate.

For nonexempt employees, deans and vice presidents may elect to pay overtime wages or to grant compensatory time for hours worked in excess of 40 in a given workweek. The decision will be based on the work needs and budget of the department. Overtime must be pre-approved by the supervisor, but while failure to obtain pre-approval may be the basis for disciplinary action, it may not be the basis for withholding overtime compensation or compensatory time.

Performance Management, Discipline, Grievance and Reduction in Force
This section includes information on the performance management, discipline, grievance and reduction in force guidelines.

Performance Management
Covered staff members are subject to the Employee Performance Policy. FTE staff members in a probationary/trial period are subject to the Employee Performance Policy and the Probationary Period and Trial Status Policy.

Discipline
Staff members in FTE positions are subject to the discipline process as outlined in Clemson University’s Discipline Policy. Staff members in FTE positions who are in their probationary period are subject to the discipline process as outlined in Clemson University’s Discipline for “Non-Covered” Employees Policy.

Grievance
Staff members in FTE positions who are covered employees have grievance rights. Staff members in FTE positions who are in their probationary period do not have grievance rights.

Reduction in Force
Staff members in FTE positions are subject to Clemson University’s Reduction in Force Policy. FTE employees in their probationary period are not protected by the Reduction in Force Policy. Employees in their probationary period may be terminated at the University’s discretion without implementing a reduction in force plan.
FACULTY

Full-Time Equivalent Positions (FTE)

(9-month and 12-month)

Benefits
Compensation
Performance Management, Discipline and Grievance
FACULTY - Full-time Equivalent Positions (FTE)

Benefits
This section provides an overview of the benefits – insurance, retirement, leave and additional benefits offered – that are available to faculty members in FTE positions. The information below does not provide guidance on selecting or enrolling in benefit programs. Additionally, eligibility is not solely determined by position category or type. Program and benefit details are provided in the applicable policy or plan document. Employees are advised to refer to these documents and to contact a benefits counselor in the Office of Human Resources (OHR) regarding the benefit programs available to them as well as the program details.

State Health Insurance Package
Eligibility for the state health insurance package is determined per the South Carolina Public Employee Benefit Authority (PEBA) and the Patient Protection and Affordable Care Act (PPACA). 20

Full-time employees (standard hours of ≥30): Faculty members with 30 or more weekly standard work hours and who are reasonably expected by Clemson University to work 30 or more hours per week on average over a designated 12-month period are eligible for the state health insurance package. Should an employee’s work hours fall below 30 hours per week, eligibility will be reevaluated based on expectation of future work hours and prior work history with Clemson University.

Variable hour and part-time employees (standard hours of <30): Faculty members who work less than 30 weekly standard work hours and who are not reasonably expected by Clemson University to work 30 or more hours per week on average over a designated 12-month period are not eligible for the state health insurance package. Should an employee’s work hours increase, eligibility will be reevaluated based on expectation of future work hours and prior work history with Clemson University.

Non-State Insurance Programs
Faculty members in FTE positions are eligible to seek enrollment in non-state insurance programs provided through Clemson University. Non-state insurance programs are voluntary, and faculty members may elect to enroll, change or end participation at any time. 21

State Retiree Insurance Package
Eligibility for the state retiree insurance package is determined by the South Carolina Public Employee Benefit Authority (PEBA) and not Clemson University. Faculty members approaching retirement are offered retiree insurance counseling within OHR to include general information and assistance with retiree insurance applications; however, the final determination regarding an employee’s eligibility to continue state insurance into retirement is made by PEBA.

An individual may be eligible for health, dental and vision coverage in retirement if, 1) he/she retires from an employer who participates in the state insurance program, 2) he/she is eligible to retire when

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20 Refer to the S.C. Public Employee Benefit Authority Insurance Benefits Guide for more information on eligibility.
21 Refer to Aflac coverage information HERE and MetLife coverage information HER.
he/she leaves employment, and 3) his/her last five years of employment immediately preceding state (PEBA) retirement were served consecutively in a position with 30 or more standard hours per week (FTE, temporary time-limited or temporary grant). \(^{22}\) Individuals who leave employment prior to reaching retirement eligibility are asked to contact PEBA regarding their eligibility for retiree insurance.

State Retirement Plans
Faculty members in FTE positions must participate in a state retirement plan beginning at the start of employment.

Faculty members in FTE positions may elect to participate in the South Carolina Retirement System (SCRS) Plan or the State Optional Retirement Program. \(^{23}\)

Supplemental Retirement Programs
Faculty members in FTE positions are eligible to participate in supplemental retirement plans provided by Clemson University. Supplemental retirement plans are voluntary, and faculty members may elect to start, stop or change contributions at any time. \(^{24}\)

**Annual Leave**

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<th>12-month (Faculty)</th>
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<td>• Eligible to accrue annual leave benefits if they have standard work hours of 20 or more per week. The amount of leave accrued will vary according to the faculty member’s standard hours. (^{25})</td>
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Annual Leave Payout
12-month faculty members in FTE positions eligible for annual leave benefits may be eligible for a payout of unused annual leave accruals, up to a maximum of 45 days, at the time of their separation from employment or movement to a temporary position.

Bonus Annual Leave Accruals
Faculty members in FTE positions who are eligible to accrue annual leave benefits are eligible to accrue bonus annual leave for each year of state service over 19 years.

Use of Annual Leave Payment in Retirement Benefit Estimate
Faculty members in FTE positions who are eligible for annual leave benefits, and who are retiring under the South Carolina Retirement System (SCRS) Plan, and who joined the SCRS plan prior to July 1, 2012, may elect to include the payment of up to 45 days of unused annual leave accruals in their average final compensation calculation at the time of retirement.

Faculty members in FTE positions who are eligible for annual leave benefits, and who are retiring under the South Carolina Retirement System (SCRS) Plan, and who joined the SCRS plan on or after July 1,

\(^{22}\) Refer to the [S.C. Public Employee Benefit Authority Insurance Benefits Guide](#) for more information on eligibility.

\(^{23}\) Refer to the [State Retirement Plan Comparison](#).

\(^{24}\) Refer to the [Supplemental Retirement Programs Plan Options](#).

\(^{25}\) Refer to the [Summary of Leave Benefits](#).
2012, are not eligible to include the payment of up to 45 days of unused annual leave accruals in their average final compensation calculation at the time of retirement.

**Requesting the Use of More Than 30 Days of Annual Leave in One Calendar Year**

Clemson University policy states employees eligible for annual leave benefits may use up to 30 days of annual leave in one calendar year. Faculty members in FTE positions who are eligible for annual leave benefits and who experience an illness or injury or who are caring for members of their immediate family who are sick or injured may request the use of more than 30 days of annual leave in one calendar year. The illness must be certified by a health care provider, and the additional leave must be approved by the University president.26

**Sick Leave**

Faculty members in FTE positions are eligible to accrue sick leave benefits if they have standard work hours of 20 or more per week. The amount of leave accrued will vary according to the faculty member’s standard hours.27

**Sick Leave Payout**

Clemson University employees are not eligible at any time for a payout of unused sick leave accruals.

**Family Sick Leave**

Faculty members in FTE positions who are eligible to accrue sick leave benefits may elect to use up to 10 days per year of their sick leave accruals due to an immediate family member’s illness. An immediate family member is classified as a spouse or child of the faculty member, or the mother, father, brother, sister, grandparent, legal guardian, and grandchild of the faculty member or their spouse.

**Use of Sick Leave Balance in Retirement Benefit Estimate**

Faculty members in FTE positions who are retiring under the South Carolina Retirement System (SCRS) Plan and who joined the plan prior to July 1, 2012, may elect to receive service credit for up to 90 days of unused sick leave at the time of retirement. One month of service credit is granted for each 20 days of sick leave. This service credit cannot be used to establish retirement eligibility.

Faculty members in FTE positions who are retiring under the South Carolina Retirement System (SCRS) Plan and joined the plan on or after July 1, 2012, are not eligible to receive service credit for up to 90 days of unused sick leave at the time of retirement.

**Leave Transfer Program (Leave Pool)**

Faculty members in FTE positions who are eligible to accrue annual or sick leave benefits may be eligible to receive leave from and donate leave to the Leave Transfer Program.28

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26 Refer to the Special Leave Request Guidance.
27 Refer to the Summary of Leave Benefits.
28 Refer to the State Leave Transfer Pool Guidance.
Paid University Holidays

<table>
<thead>
<tr>
<th>9-month (Faculty)</th>
<th>12-month (Faculty)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Follow the University Academic Calendar <a href="#">HERE</a>, 9-month faculty are paid for the academic semester in which they are employed.</td>
<td>• Eligible to observe holidays with pay as published within the University Holiday Schedule. Such faculty within the Public Service and Agricultural (PSA) division are permitted to observe holidays with pay as communicated by the vice president of PSA. [29, 30]</td>
</tr>
</tbody>
</table>

Paid Optional Holiday

<table>
<thead>
<tr>
<th>9-month (Faculty)</th>
<th>12-month (Faculty)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Follow the University Academic Calendar <a href="#">HERE</a>, 9-month faculty are paid for the academic semester in which they are employed.</td>
<td>• Eligible to use the predetermined number of paid optional holidays per calendar year in addition to the University paid holidays. [29, 30]</td>
</tr>
</tbody>
</table>

Family Medical Leave Act (FMLA)

Faculty members in FTE positions may take unpaid, job-protected leave under the FMLA for a specified personal and/or family medical reason and other reasons specified in the FMLA for a designated period of time. Eligibility is determined by the employee’s length of employment with the state of South Carolina and number of hours worked in the preceding 12-month work year. Employees should contact OHR for additional information on this program. [31]

Other Leave Programs

Faculty members in FTE positions are generally eligible for additional leave benefits, including administrative leave, adoption leave, American Red Cross certified disaster leave, blood drive and donation leave, bone marrow/donor leave, court leave, death in immediate family leave, hazardous weather leave, military leave, organ donor leave, sabbatical leave, educational leave and voting leave. Employees should contact OHR for a determination of eligibility for such programs.

Employee Assistance Program (EAP)

All faculty members are eligible to participate in the Employee Assistance Program, which is administered by Deer Oaks EAP, an outside vendor. [32]

Employee Tuition Assistance Program

Faculty members in FTE positions, with 30 or more standard hours per week, who have been in Clemson University employment for twelve consecutive months, and are in good standing as it relates to conduct

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29 Refer to the Holiday Schedule.
30 Refer to the Office of Human Resources Holidays Policy.
31 Refer to the FMLA Employee Packet.
32 Refer to the Employee Assistance Program website.
and job performance, may take up to six credit hours per academic term at no cost or reduced cost subject to the available course offerings.  

Voluntary Incentive Programs
Faculty members in FTE positions may be eligible to participate in voluntary incentive programs. Eligibility for voluntary incentive programs is determined by the State of South Carolina, OHR, and the college or division offering the program. Employees are notified by their college or division when a voluntary incentive program is available.

PerksCard
All faculty members are eligible to participate in the PerksCard program.  

TicketsatWork
All faculty members are eligible to participate in the TicketsatWork program.

Earned Service
State Retirement Earned Service
Paid faculty members in FTE positions who are not retired and are contributing to the South Carolina Public Employee Benefit Authority (PEBA) Retirement System for deposit into their South Carolina Retirement System (SCRS) Plan accrue state retirement earned service. This service is used to calculate the employee’s retirement benefit.

Earned State Service
Faculty members in FTE positions accrue earned state service.

Compensation
The Clemson University Compensation Guidelines apply to all faculty and staff members. The guidelines outline institutional policy and explain how compensation actions affect an employee’s total compensation.

State-Mandated Increases
Eligibility for state-mandated increases is dictated by the accompanying state guidelines for each specific compensation increase. Information will be provided from OHR regarding all such increases.

Annual Compensation Plan
Performance Bonus
Faculty members in FTE positions may be eligible to receive performance bonuses. Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

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33 Refer to the Employee Tuition Assistance Program Overview.
34 Refer to the PerksCard website.
35 Refer to the State TicketsAtWork website.
36 Refer to the Compensation Guidelines.
Employees on warning notice of substandard performance or with documented substandard performance and employees who have received a disciplinary action in the prior 12 months are not eligible.

**Incentive Bonus**
Faculty members in FTE positions may be eligible to receive incentive bonuses. Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Employees on warning notice of substandard performance or with documented substandard performance and employees who have received a disciplinary action in the prior 12 months are not eligible.

**Performance Increase**
Faculty members in FTE positions who are rated exceptional (or the equivalent) on the performance review are eligible for performance increases. Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

**Award Programs**
Faculty members in FTE positions, except those in the probationary period of their position, may be eligible in accordance with Clemson's Award Program Policy.

**Overtime**
Faculty members whose positions are classified as nonexempt under the FLSA are eligible for overtime compensation in the form of wages or compensatory time and will receive such compensation for all time actually worked in excess of 40 in one workweek at a time and one half rate.

For nonexempt employees, deans and vice presidents may elect to pay overtime wages or to grant compensatory time for hours worked in excess of 40 in a given workweek. The decision will be based on the work needs and budget of the department. Overtime must be pre-approved by the supervisor, but while failure to obtain pre-approval may be the basis for disciplinary action, it may not be the basis for withholding overtime compensation or compensatory time.

**Performance Management, Discipline, Grievance and Reduction in Force**
This section includes information on the performance management, discipline, grievance and reduction in force guidelines.

**Performance Management**
In accordance with the Faculty Manual, faculty and special faculty shall be evaluated each year regardless of tenure status.

**Discipline**
All employees of Clemson University are expected to comply with appropriate University policies and procedures as well as state and federal laws, rules and regulations. Faculty/special faculty are subject to the disciplinary process outlined in the Faculty Manual. Additionally, the Discipline for “Non-Covered” Employees policy may also be used as a guide for faculty disciplinary issues, in accordance with the Faculty Manual. Violation of policies, procedures, laws, rules or regulations is grounds for discipline up to and including dismissal/termination.
Grievance
A formal grievance procedure is available to faculty members to facilitate the redress of alleged injustices. Any person holding a faculty (as defined in Part II, Section F of the Faculty Manual) or special faculty (as defined in Part II, Section F of the Faculty Manual) appointment at Clemson University, including academic administrators, may file a grievance under this procedure. Refer to the Faculty Manual.

Reduction in Force
Faculty and special faculty can be terminated due to institutional contingencies and bona fide financial exigencies as outlined in the Faculty Manual. The state-mandated Reduction in Force Policy does not apply to faculty or special faculty.
STAFF

Temporary Time-Limited Positions (TLP) and Temporary Grant Positions (TGP)

Benefits
Compensation
Performance Management, Discipline and Grievance
STAFF - Temporary Time-Limited Positions (TLP) and Temporary Grant Positions (TGP)

Benefits
This section provides an overview of the benefits – insurance, retirement, leave and additional benefits offered – that are available to staff members in temporary time-limited and temporary grant positions. The information below does not provide guidance on selecting or enrolling in benefit programs. Additionally, eligibility is not solely determined by position category or type. Program and benefit details are provided in the applicable policy or plan document. Employees are advised to refer to these documents and speak with a benefits counselor in the Office of Human Resources (OHR) regarding the benefit programs available to them as well as the program details.

State Health Insurance Package
Eligibility for the state health insurance package is determined per the South Carolina Public Employee Benefit Authority (PEBA) and the Patient Protection and Affordable Care Act (PPACA). 37

**Full-time employees (standard hours of ≥30):** Staff members with 30 or more weekly standard work hours and who are reasonably expected by Clemson University to work 30 or more hours per week on average over a designated 12-month period are eligible for the state health insurance package. Should an employee’s work hours fall below 30 hours per week, eligibility will be reevaluated based on expectation of future work hours and prior work history with Clemson University.

**Variable hour and part-time employees (standard hours of <30):** Staff members who work less than 30 weekly standard work hours and who are not reasonably expected by Clemson University to work 30 or more hours per week on average over a designated 12-month period are not eligible for the state health insurance package. Should an employee’s work hours increase, eligibility will be reevaluated based on expectation of future work hours and prior work history with Clemson University.

Non-State Insurance Programs
TLP and TGP staff members are eligible to seek enrollment in non-state insurance programs provided through Clemson University. Non-state insurance programs are voluntary, and staff members may elect to enroll, change, or end participation at any time. 38

State Retiree Insurance Package
Eligibility for the state retiree insurance package is determined by the South Carolina Public Employee Benefit Authority (PEBA), not Clemson University. Staff members approaching retirement are offered retiree insurance counseling by the Office of Human Resources to include general information and assistance with retiree insurance applications; however, the final determination regarding an employee’s eligibility to continue state insurance into retirement is made by PEBA.

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37 Refer to the [S.C. Public Employee Benefit Authority Insurance Benefits Guide](#) for more information on eligibility.
38 Refer to Aflac coverage information [HERE](#) and MetLife coverage information [HERE](#).
An individual may be eligible for health, dental and vision coverage in retirement if, 1) he/she retires from an employer who participates in the state insurance program, 2) he/she is eligible to retire when he/she leaves employment, and 3) his/her last five years of employment immediately preceding state (PEBA) retirement were served consecutively in a position with 30 or more standard hours per week (FTE, temporary time-limited, or temporary grant). Individuals who leave employment prior to reaching retirement eligibility are asked to contact PEBA regarding their eligibility for retiree insurance.

State Retirement Plans
TLP and TGP staff members are eligible to participate in a state retirement plan beginning from the start of employment. They may elect to participate in the South Carolina Retirement System (SCRS) Plan or the State Optional Retirement Program. University police officers, firefighters and peace officers are enrolled in the Police Officers Retirement System (PORS) Plan.

TLP and TGP staff members who do not have funds on file with the South Carolina Retirement System may elect to not participate in a state retirement plan. If the employee waives participation, he/she is not eligible to participate in a plan until he/she has transferred to a full-time equivalent (FTE) position or experiences a break in service.

Supplemental Retirement Programs
TLP and TGP staff members are eligible to participate in supplemental retirement plans provided by Clemson University. Supplemental retirement plans are voluntary, and staff members may elect to start, stop or change contributions at any time.

Annual Leave
TLP staff members with 20 or more standard hours are eligible to accrue annual leave benefits. The amount of leave accrued will vary according to the staff member’s standard hours.

TGP staff members with 20 or more standard hours are eligible to accrue grant personal leave benefits as an alternative to annual leave benefits. See “Grant Personal Leave” below for more information.

Annual Leave Payout
TLP staff members may be eligible for a payout of unused annual leave accruals, up to a maximum of 45 days, at the time of their separation from employment or movement to a certain position.

Bonus Annual Leave Accruals
TLP staff members are not eligible for bonus annual leave accruals.

Use of Annual Leave Payment in Retirement Benefit Estimate
TLP staff members who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan and who joined those plans prior to July 1, 2012, may elect to include the payment of up to 45 days of unused annual leave accruals in their average final compensation calculation at the time of retirement.

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39 Refer to the S.C. Public Employee Benefit Authority Insurance Benefits Guide for more information on eligibility.
40 Refer to the State Retirement Plan Comparison.
41 Refer to the Supplemental Retirement Programs Plan Options.
42 Refer to the Summary of Leave Benefits.
TLP staff members who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan, and who joined those plans on or after July 1, 2012, are not eligible to include the payment of up to 45 days of unused annual leave accruals in their average final compensation calculation at the time of retirement.

**Requesting the Use of More Than 30 Days of Annual Leave in One Calendar Year**
TLP staff members may not request the use of annual leave in excess of 30 days in one calendar year.

**Sick Leave**
TLP staff members with 20 or more standard hours are eligible to accrue sick leave benefits. The amount of leave accrued will vary according to the staff member’s standard hours.43

TGP staff members with 20 or more standard hours earn grant personal leave benefits as an alternative to sick leave benefits. See “Grant Personal Leave” below for more information.

**Sick Leave Payout**
Clemson University employees are not eligible at any time for a payout of unused sick leave accruals.

**Family Sick Leave**
TLP staff members who are eligible to accrue sick leave benefits may elect to use up to 10 days per year of their sick leave accruals due to an immediate family member’s illness. An immediate family member is classified as a spouse or child of the staff member, or the mother, father, brother, sister, grandparent, legal guardian, and grandchild of the staff member or their spouse.

**Use of Sick Leave Balance in Retirement Benefit Estimate**
TLP staff members who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan and who joined those plans prior to July 1, 2012, may elect to receive service credit for up to 90 days of unused sick leave at the time of retirement. One month of service credit is granted for each 20 days of sick leave. This service credit cannot be used to establish retirement eligibility.

TLP staff members who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan and joined those plans on or after July 1, 2012, are not eligible to receive service credit for up to 90 days of unused sick leave at the time of retirement.

**Grant Personal Leave**
TGP staff members with 20 or more standard hours are eligible to accrue grant personal leave benefits. The amount of leave accrued will vary according to the staff member’s standard hours.44

**Grant Personal Leave Payout**
TGP staff members are may be eligible for a payout of unused grant personal leave accruals at the time of their separation from employment or movement to an FTE position.

**Use of Grant Personal Leave Balance in Retirement Benefit Estimate**
TGP staff members who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan are not eligible to include any unused grant personal leave benefits in their retirement benefit estimate.

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43 Refer to the Summary of Leave Benefits.
44 Refer to the Summary of Leave Benefits.
leave accruals in their average final compensation calculation at the time of retirement nor are they eligible to receive service credit for any unused grant personal leave at the time of retirement.

Leave Transfer Program (Leave Pool)
TLP staff members who are eligible to accrue annual or sick leave benefits may be eligible to receive leave from and donate leave to the Leave Transfer Program. TLP staff members are not eligible to receive leave from or donate leave to the Leave Transfer Program. TGP staff members are not eligible to receive leave from or donate leave to the Leave Transfer Program.

Paid University Holidays
TLP and TGP staff members with 20 or more standard hours are eligible to observe holidays with pay as published in the University Holiday Schedule. Such TLP and TGP staff members with 20 or more standard hours in the Public Service and Agricultural (PSA) division are permitted to observe holidays with pay as communicated by the vice president of PSA.

Paid Optional Holiday
TLP and TGP staff members with 20 or more standard hours are eligible to use the predetermined number of paid optional holidays per calendar year in addition to the University paid holidays.

Family Medical Leave Act (FMLA)
TLP and TGP staff members may take unpaid, job-protected leave under the FMLA for a specified personal and/or family medical reason and other reasons specified in the FMLA for a designated period of time. Eligibility is determined by the employee’s length of employment with the state of South Carolina and number of hours worked in the preceding 12-month work year. Employees should contact OHR for additional information on this program.

Other Leave Programs
TLP and TGP staff members are generally eligible for additional leave benefits, including adoption leave, American Red Cross certified disaster leave, blood drive and donation leave, bone marrow/donor leave, court leave, death in immediate family leave, hazardous weather leave, military leave, organ donor leave and voting leave. Employees should contact OHR for a final determination of eligibility for such programs.

Employee Assistance Program (EAP)
All TLP and TGP staff members are eligible to participate in the Employee Assistance Program, which is administered by Deer Oaks EAP, an outside vendor.

Employee Tuition Assistance Program
Staff members in TLP or TGP positions, with 30 or more standard hours per week, who have been in Clemson University employment for twelve consecutive months, and are in good standing as it relates to...

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45 Refer to the State Leave Transfer Pool Guidance.
46 Refer to the Holiday Schedule.
47 Refer to the Office of Human Resources Holidays Policy.
48 Refer to the FMLA Employee Packet.
49 Refer to the Employee Assistance Program website.
conduct and job performance, may take up to six credit hours per academic term at no cost or reduced cost subject to the available course offerings.\textsuperscript{50}

Voluntary Incentive Programs

TLP and TGP staff members are not eligible to participate in voluntary incentive programs.

PerksCard

All TLP and TGP staff members are eligible to participate in the PerksCard program.\textsuperscript{51}

TicketsatWork

All TLP and TGP staff members are eligible to participate in the TicketsatWork program.\textsuperscript{52}

Earned Service

State Retirement Earned Service

Paid TLP and TGP staff members who are not retired and who are contributing to the South Carolina Public Employee Benefit Authority (PEBA) Retirement System for deposit into their South Carolina Retirement System (SCRS) Plan or Police Officers Retirement System (PORS) Plan accrue state retirement earned service. This state retirement earned service is used in the employee’s retirement benefit calculation.

Earned State Service

TLP and TGP staff members do not accrue earned state service.

Compensation\textsuperscript{53}

The Clemson University Compensation Guidelines apply to all faculty and staff members. The guidelines outline institutional policy and explain how compensation actions affect an employee’s total compensation.

State-Mandated Increases

State-mandated increases are provided by The General Assembly on occasion and generally cover regular FTE employees only. The University may, at its discretion, provide increases for TLP and TGP employees, providing funds are available. Increases will not be provided to TGP employees except as allowed for and funded in the written grant.

Annual Compensation Plan

Performance Bonus

TLP and TGP staff members may be eligible to receive performance bonuses if the grant or project allows for bonuses and the grant or project pays for the bonus. Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

\textsuperscript{50} Refer to the Employee Tuition Assistance Program Overview.
\textsuperscript{51} Refer to the PerksCard website.
\textsuperscript{52} Refer to the State TicketsAtWork website.
\textsuperscript{53} Refer to the Compensation Guidelines.
Employees on warning notice of substandard performance or with documented substandard performance and employees who have received a disciplinary action in the prior 12 months are not eligible.

**Incentive Bonus**

TLP and TGP staff members may be eligible to receive incentive bonuses if the grant or project allows for bonuses and the grant or project pays for the bonus. Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Employees on warning notice of substandard performance or with documented substandard performance and employees who have received a disciplinary action in the prior 12 months are not eligible.

**Performance Increase**

Generally, TLP and TGP staff members who are rated exceptional (or the equivalent) on their performance review may be eligible for a performance increase. Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Note: Compensation increases for temporary grant employees, if permitted by the grant, must be included in the approved grant.

**Award Programs**

TLP and TGP staff members may be eligible to receive awards within the University guidelines for employee awards. The grant or project must fund the award.

**Overtime**

TLP and TGP staff members whose positions are classified as nonexempt under the FLSA are eligible for overtime compensation in the form of wages or compensatory time and will receive such compensation for all time actually worked in excess of 40 in one workweek at a time and one half rate.

For nonexempt employees, deans and vice presidents may elect to pay overtime wages or to grant compensatory time for hours worked in excess of 40 hours in a given workweek. The decision will be based on the work needs and budget of the department. Overtime must be pre-approved by the supervisor, but while failure to obtain pre-approval may be the basis for disciplinary action, it may not be the basis for withholding overtime compensation or compensatory time.

**Performance Management, Discipline, Grievance and Reduction in Force**

This section includes information on the performance management, discipline, grievance and reduction in force guidelines.

The provisions of the Employee Performance Policy address the appraisal process of both probationary and covered staff members (FTE positions). Although not mentioned specifically in the policy, in order to ensure clear expectations and objective performance feedback, TLP and TGP staff members should also be evaluated according to an annual performance appraisal process.

**Discipline**

TLP and TGP staff members are subject to the discipline process as outlined in the University’s Discipline for “Non-Covered Employees” policy.
Grievance
TLP and TGP staff members do not have grievance rights. That is, they may not grieve an adverse employment action per the University’s Grievance Policy.

Reduction in Force
The state-mandated Reduction in Force Policy does not apply to TLP and TGP staff members. This means that if a department needs to eliminate a position due to a loss of funding, for example, temporary time-limited and temporary grant positions could be eliminated without implementing a reduction in force plan.
STAFF

Temporary Positions and Intermittent Positions

Benefits
Compensation
Performance Management, Discipline and Grievance
STAFF - Temporary Positions and Intermittent Positions

Benefits
This section provides an overview of the benefits – insurance, retirement, leave and additional benefits offered – that are available to staff members in temporary and intermittent positions. The information below does not provide guidance on selecting or enrolling in benefit programs. Additionally, eligibility is not solely determined by position category or type. Program and benefit details are provided in the applicable policy or plan document. Employees are advised to refer to these documents and speak with a benefits counselor in the Office of Human Resources (OHR) regarding the benefit programs available to them as well as the program details.

State Health Insurance Package
Eligibility for the state health insurance package is determined per the South Carolina Public Employee Benefit Authority (PEBA) and the Patient Protection and Affordable Care Act (PPACA).

Full-time employees (standard hours of ≥30): Staff members with 30 or more weekly standard work hours and who are reasonably expected by Clemson University to work 30 or more hours per week on average over a designated 12-month period are eligible for the state health insurance package. Should an employee’s work hours fall below 30 hours per week, eligibility will be reevaluated based on expectation of future work hours and prior work history with Clemson University.

Variable hour and part-time employees (standard hours of <30): Staff members who work less than 30 weekly standard hours and who are not reasonably expected by Clemson University to work 30 or more hours per week on average over a designated 12-month period are not eligible for the state health insurance package. Should an employee’s work hours increase, eligibility will be reevaluated based on expectation of future work hours and prior work history with Clemson University.

Non-State Insurance Programs
Staff members in temporary and intermittent positions are eligible to seek enrollment in non-state insurance programs provided through Clemson University. Non-state insurance programs are voluntary, and staff members may elect to enroll, change or end participation at any time.

State Retiree Insurance Package
Eligibility for the state retiree insurance package is determined by the South Carolina Public Employee Benefit Authority (PEBA), not Clemson University. Staff members approaching retirement are offered retiree insurance counseling within the Office of Human Resources to include general information and assistance with retiree insurance applications; however, the final determination regarding an employee’s eligibility to continue state insurance into retirement is made by PEBA.

An individual may be eligible for health, dental and vision coverage in retirement if, 1) he/she retires from an employer who participates in the state insurance program, 2) he/she is eligible to retire when

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54 Refer to the S.C. Public Employee Benefit Authority Insurance Benefits Guide for more information on eligibility.
55 Refer to Aflac coverage information HERE and MetLife coverage information HERE.
he/she leaves employment, and 3) his/her last five years of employment immediately preceding state (PEBA) retirement were served consecutively in a full-time equivalent (FTE), temporary time-limited, or temporary grant position with 30 or more standard hours per week. A staff member in either a temporary position or intermittent position is not eligible unless the staff member has a history of other qualifying, PEBA-approved service.

State Retirement Plans
Staff members in temporary and intermittent positions are eligible to participate in a state retirement plan beginning from the start of employment. They may elect to participate in the South Carolina Retirement System (SCRS) Plan or the State Optional Retirement Program. University police officers, firefighters and peace officers are enrolled in the Police Officers Retirement System (PORS) Plan. Staff members in temporary and intermittent positions who do not have funds on file with the South Carolina Retirement System may elect not to participate in a state retirement plan. If the employee waives participation, he/she is not eligible to participate in a plan until he/she has transferred to a full-time equivalent (FTE) position or has experienced a break in service.

Supplemental Retirement Programs
Staff members in temporary and intermittent positions are eligible to participate in supplemental retirement plans provided by Clemson University. Supplemental retirement plans are voluntary, and staff members may elect to start, stop or change contributions at any time.

Annual Leave
Staff members in temporary and intermittent positions are not eligible to accrue annual leave benefits.

Sick Leave
Staff members in temporary and intermittent positions are not eligible to accrue sick leave benefits.

Leave Transfer Program (Leave Pool)
Staff members in temporary and intermittent positions are not eligible to receive leave from or donate leave to the Leave Transfer Program.

Paid University Holidays
Staff members in temporary and intermittent positions are not eligible to observe University holidays with pay. That is, they do not receive pay for days observed as holidays.

Family Medical Leave Act (FMLA)
Staff members in temporary and intermittent positions may take unpaid, job-protected leave under the FMLA for a specified personal and/or family medical reason and other reasons specified in the FMLA for a designated period of time. Eligibility is determined by the employee’s length of employment with the

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56 Refer to the S.C. Public Employee Benefit Authority Insurance Benefits Guide for more information on eligibility.
57 Refer to the State Retirement Plan Comparison.
58 Refer to the Supplemental Retirement Programs Plan Options.
59 Refer to the Holiday Schedule.
state of South Carolina and number of hours worked in the preceding 12-month work year. Employees should contact OHR for additional information on this program.60

Other Leave Programs
Staff members in temporary and intermittent positions are generally eligible for additional leave benefits, including adoption leave, American Red Cross certified disaster leave, blood drive and donation leave, bone marrow/donor leave, court leave, death in immediate family leave, hazardous weather leave, military leave and voting leave. Employees should contact OHR for a final determination of eligibility for such programs.

Employee Assistance Program (EAP)
Staff members in temporary and intermittent positions are eligible to participate in the Employee Assistance Program, which is administered by Deer Oaks EAP, an outside vendor.61

Employee Tuition Assistance Program
Staff members in temporary and intermittent positions are not eligible for the employee tuition assistance program.

Voluntary Incentive Programs
Staff members in temporary and intermittent positions are not eligible to participate in voluntary incentive programs.

PerksCard
Staff members in temporary and intermittent positions are eligible to participate in the PerksCard program.62

TicketsatWork
Staff members in temporary and intermittent positions are eligible to participate in the TicketsatWork program.63

Earned Service
State Retirement Earned Service
Paid staff members in temporary and intermittent positions who are not retired and are contributing to the South Carolina Public Employee Benefit Authority (PEBA) Retirement System for deposit into either their South Carolina Retirement System (SCRS) Plan or Police Officers Retirement System (PORS) Plan accrue state retirement earned service. The employee’s state retirement earned service is used to calculate the employee’s retirement benefit.

Earned State Service
Employees in temporary and intermittent positions do not accrue earned state service.

60 Refer to the FMLA Employee Packet.
61 Refer to the Employee Assistance Program website.
62 Refer to the PerksCard website.
63 Refer to the State TicketsAtWork website.
Compensation

The Clemson University Compensation Guidelines apply to all faculty and staff members. The guidelines outline institutional policy and explain how compensation actions affect an employee’s total compensation.

State-Mandated Increases

State-mandated increases are provided by The General Assembly on occasion and generally cover regular FTE employees only. The University may, at its discretion, provide increases for temporary and intermittent staff members, providing funds are available.

Annual Compensation Plan

Performance Bonus

Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Employees on warning notice of substandard performance or with documented substandard performance and employees who have received a disciplinary action in the prior 12 months are not eligible.

Incentive Bonus

Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Employees on warning notice of substandard performance or with documented substandard performance and employees who have received a disciplinary action in the prior 12 months are not eligible.

Performance Increase

Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Award Programs

Staff members in temporary and intermittent positions are not eligible for award programs.

Overtime

Staff members in temporary and intermittent positions whose positions are classified as nonexempt under the FLSA are eligible for overtime compensation in the form of wages or compensatory time and will receive such compensation for all time actually worked in excess of 40 in one workweek at a time and one half rate.

For nonexempt employees, deans and vice presidents may elect to pay overtime wages or may grant compensatory time for all hours worked in excess of 40 in a given workweek. The decision will be based on the work needs and budget of the department. Overtime must be pre-approved by the supervisor.

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64 Refer to the Compensation Guidelines.
but while failure to obtain pre-approval may be the basis for disciplinary action, it may not be the basis for withholding overtime compensation or compensatory time.

**Performance Management, Discipline, Grievance and Reduction in Force**

This section includes information on the performance management, discipline, grievance and reduction in force guidelines.

**Performance Management**
The provisions of the Employee Performance Policy address the appraisal process of both probationary and covered staff members (FTE positions). Although not mentioned specifically in the policy, in order to ensure clear expectations and objective performance feedback, staff in temporary and intermittent positions should be evaluated according to an annual performance appraisal process also.

**Discipline**
Staff members in temporary and intermittent positions are subject to the discipline process as outlined in the University’s Discipline for “Non-Covered Employees” Policy.

**Grievance**
Staff members in temporary and intermittent positions do not have grievance rights. That is, staff in temporary and intermittent positions may not grieve an adverse employment action per the University’s Grievance Policy.

**Reduction in Force**
The state-mandated Reduction in Force Policy does not apply to staff in temporary and intermittent positions. This means that if a department needs to eliminate a position due to a loss of funding, for example, temporary and intermittent positions could be eliminated without implementing a reduction in force plan.
FACULTY

Temporary Time-Limited Positions (TLP) and Temporary Grant Positions (TGP)

(9-month and 12-month)

Benefits
Compensation
Performance Management, Discipline and Grievance
FACULTY - Temporary Time-Limited Positions (TLP) and Temporary Grant Positions (TGP)

Benefits
This section provides an overview of the benefits – insurance, retirement, leave and additional benefits offered – that are available to faculty members in temporary time-limited and temporary grant positions. The information below does not provide guidance on selecting or enrolling in benefit programs. Additionally, eligibility is not solely determined by position category or type. Program and benefit details are provided in the applicable policy or plan document. Employees are advised to refer to these documents and speak with a benefits counselor in the Office of Human Resources (OHR) regarding the benefit programs available to them as well as the program details.

State Health Insurance Package
Eligibility for the state health insurance package is determined per the South Carolina Public Employee Benefit Authority (PEBA) and the Patient Protection and Affordable Care Act (PPACA). 65

**Full-time employees (standard hours of ≥30):** Faculty members with 30 hours or more weekly standard hours and who are reasonably expected by Clemson University to work 30 or more hours per week on average over a designated 12-month period are eligible for the state health insurance package. Should an employee’s work hours fall below 30 hours per week, eligibility will be reevaluated based on expectation of future work hours and prior work history with Clemson University.

**Variable hour and part-time employees (standard hours of <30):** Faculty members who work less than 30 weekly standard hours and who are not reasonably expected by Clemson University to work 30 or more hours per week on average over a designated 12-month period are not eligible for the state health insurance package. Should an employee’s work hours increase, eligibility will be reevaluated based on expectation of future work hours and prior work history with Clemson University.

Non-State Insurance Programs
Faculty members in temporary time-limited and temporary grant positions are eligible to seek enrollment in non-state insurance programs provided through Clemson University. Non-state insurance programs are voluntary, and faculty members may elect to enroll, change or end participation at any time. 66

State Retiree Insurance Package
Eligibility for the state retiree insurance package is determined by the South Carolina Public Employee Benefit Authority (PEBA), not Clemson University. Faculty members approaching retirement are offered retiree insurance counseling by OHR to include general information and assistance with retiree insurance applications; however, the final determination regarding an employee’s eligibility to continue state insurance into retirement is made by PEBA.

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65 Refer to the S.C. Public Employee Benefit Authority Insurance Benefits Guide for more information on eligibility.
66 Refer to Aflac coverage information HERE and MetLife coverage information HERE.
An individual may be eligible for health, dental and vision coverage in retirement if, 1) he/she retires from an employer who participates in the state insurance program, 2) he/she is eligible to retire when he/she leaves employment, and 3) his/her last five years of employment immediately preceding state (PEBA) retirement were served consecutively in a position with 30 or more standard hours per week (FTE, temporary time-limited, or temporary grant).\(^7\) Individuals who leave employment prior to reaching retirement eligibility are asked to contact PEBA regarding their eligibility for retiree insurance.

**State Retirement Plans**
Faculty members in temporary time-limited and temporary grant positions are eligible to participate in a state retirement plan beginning from the start of employment. They may elect to participate in the South Carolina Retirement System (SCRS) Plan or the State Optional Retirement Program.\(^8\)

Faculty members in temporary time-limited and temporary grant positions who do not have funds on file with the South Carolina Retirement System may elect not to participate in a state retirement plan. A faculty member who waives participation is no longer eligible to participate in a plan unless the employee transfers to a full-time equivalent (FTE) position or experiences a break in service.

**Supplemental Retirement Programs**
Faculty members in temporary time-limited and temporary grant positions are eligible to participate in supplemental retirement plans provided by Clemson University. Supplemental retirement plans are voluntary, and faculty members may elect to start, stop or change contributions at any time.\(^9\)

### Annual Leave

<table>
<thead>
<tr>
<th>9-month (Faculty)</th>
<th>12-month (Faculty)</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Not eligible for annual leave benefits.</td>
<td>● Eligible to accrue annual leave benefits if in a temporary time-limited position with 20 or more standard hours per week. The amount of leave accrued will vary according to the faculty member’s standard hours.(^7)</td>
</tr>
<tr>
<td></td>
<td>● Faculty members in temporary grant positions with 20 or more standard hours per week earn grant personal leave benefits as an alternative to annual leave benefits. See “Grant Personal Leave” below for more information.</td>
</tr>
</tbody>
</table>

**Annual Leave Payout**
Faculty members in temporary time-limited positions who receive annual leave benefits may be eligible for a payout of unused annual leave accruals, up to a maximum of 45 days, at the time of their separation from employment or movement to a certain position.

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\(^7\) Refer to the [S.C. Public Employee Benefit Authority Insurance Benefits Guide](#) for more information on eligibility.

\(^8\) Refer to the [State Retirement Plan Comparison](#).

\(^9\) Refer to the [Supplemental Retirement Programs Plan Options](#).

\(^7\) Refer to the [Summary of Leave Benefits](#).
Bonus Annual Leave Accruals
Faculty members in temporary time-limited positions who receive annual leave benefits are not eligible for bonus annual leave accruals.

Use of Annual Leave Payment in Retirement Benefit Estimate
Faculty members in temporary time-limited positions who receive annual leave benefits, who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan, and who joined those plans prior to July 1, 2012, may elect to include the payment of up to 45 days of unused annual leave accruals in their average final compensation calculation at the time of retirement.

Faculty members in temporary time-limited positions who receive annual leave benefits, who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan, and who joined those plans on or after July 1, 2012, are not eligible to include the payment of up to 45 days of unused annual leave accruals in their average final compensation calculation at the time of retirement.

Requesting the Use of More Than 30 Days of Annual Leave in One Calendar Year
Faculty members in temporary time-limited positions may not request the use of annual leave in excess of 30 days in one calendar year.

Sick Leave
Faculty members in temporary time-limited positions with 20 or more standard hours per week are eligible to accrue sick leave benefits. The amount of leave accrued will vary according to the faculty member’s standard hours.71

Faculty members in temporary grant positions with 20 or more standard hours per week earn grant personal leave benefits as an alternative to sick leave benefits. See “Grant Personal Leave” below for more information.

Sick Leave Payout
Clemson University employees are not eligible at any time for a payout of unused sick leave accruals.

Family Sick Leave
Faculty members in temporary time-limited positions who are eligible to accrue sick leave benefits may elect to use up to 10 days per year of their sick leave accruals due to an immediate family member’s illness. An immediate family member is classified as a spouse or child of the faculty member, or the mother, father, brother, sister, grandparent, legal guardian, and grandchild of the faculty member or their spouse.

Use of Sick Leave Balance in Retirement Benefit Estimate
Faculty members in temporary time-limited positions who are eligible for sick leave benefits, who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan, and who joined those plans prior to July 1, 2012, may elect to receive service credit

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71 Refer to the Summary of Leave Benefits.
for up to 90 days of unused sick leave at the time of retirement. One month of service credit is granted for each 20 days of sick leave. This service credit cannot be used to establish retirement eligibility.

Faculty members in temporary time-limited positions who are eligible for sick leave benefits, who are retiring under the South Carolina Retirement System (SCRS) Plan or the Police Officers Retirement System (PORS) Plan, and joined those plans on or after July 1, 2012, are not eligible to receive service credit for up to 90 days of unused sick leave at the time of retirement.

Grant Personal Leave

<table>
<thead>
<tr>
<th>9-month (Faculty)</th>
<th>12-month (Faculty)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Not eligible for grant personal leave benefits.</td>
<td>• Eligible to accrue grant personal leave benefits if in a temporary grant position with 20 or more standard hours per week. The amount of leave accrued will vary according to the faculty member’s standard hours.</td>
</tr>
</tbody>
</table>

Grant Personal Leave Payout

Faculty members in temporary grant positions may be eligible for a payout of unused grant personal leave accruals at the time of their separation from employment or movement to an FTE position.

Use of Grant Personal Leave Balance in Retirement Benefit Estimate

Faculty members in temporary grant positions who are eligible for grant personal leave and are retiring under the South Carolina Retirement System (SCRS) Plan are not eligible to include any unused grant personal leave accruals in their average final compensation calculation at the time of retirement nor are they eligible to receive service credit for any unused grant personal leave at the time of retirement.

Leave Transfer Program (Leave Pool)

Faculty members in temporary time-limited positions who are eligible to accrue annual or sick leave benefits may be eligible to receive leave from and donate leave to the Leave Transfer Program. Faculty members in temporary grant positions are not eligible to receive leave from or donate leave to the Leave Transfer Program.

Paid University Holidays

<table>
<thead>
<tr>
<th>9-month (Faculty)</th>
<th>12-month (Faculty)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Follow the University Academic Calendar <a href="#">HERE</a>. 9-month faculty are paid for the academic semester in which they are employed.</td>
<td>• Faculty members in 12-month temporary time-limited and temporary grant positions with 20 or more standard hours per week are eligible to observe holidays with pay as published within the University Holiday Schedule. Such faculty members within the</td>
</tr>
</tbody>
</table>

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72 Refer to the [Summary of Leave Benefits](#).

73 Refer to the [State Leave Transfer Pool Guidance](#).
Paid Optional Holiday

<table>
<thead>
<tr>
<th>9-month (Faculty)</th>
<th>12-month (Faculty)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Follow the University Academic Calendar HERE, which does not include a paid optional holiday. 9-month faculty are paid for the academic semester in which they are employed.</td>
<td>• Faculty members in 12-month temporary time-limited and temporary grant positions with 20 or more standard hours per week are eligible to use the predetermined number of paid optional holidays per calendar year in addition to the University paid holidays.</td>
</tr>
</tbody>
</table>
Voluntary Incentive Programs
Faculty members in temporary time-limited and temporary grant positions are not eligible to participate in voluntary incentive programs.

PerksCard
Faculty members in temporary time-limited and temporary grant positions are eligible to participate in the PerksCard program.\(^79\)

TicketsatWork
Faculty members in temporary time-limited and temporary grant positions are eligible to participate in the TicketsatWork program.\(^80\)

Earned Service
State Retirement Earned Service
Paid faculty members in temporary time-limited and temporary grant positions who are not retired and are contributing to the South Carolina Public Employee Benefit Authority (PEBA) Retirement System for deposit into their South Carolina Retirement System (SCRS) Plan accrue state retirement earned service. This state retirement earned service is used to calculate the employee’s retirement benefit.

Earned State Service
Faculty members in temporary time-limited and temporary grant positions do not accrue earned state service.

Compensation\(^81\)
The Clemson University Compensation Guidelines apply to all faculty and staff members. The guidelines outline institutional policy and explain how compensation actions impact affect an employee’s total compensation.

State-Mandated Increases
State-mandated increases are provided by The General Assembly on occasion and generally cover regular FTE employees only. The University may, at its discretion, provide increases for TLP and TGP faculty, providing funds are available. Increases will not be provided to TGP employees except as allowed for and funded in the written grant.

Annual Compensation Plan
Performance Bonus
Faculty members in temporary time-limited and temporary grant positions may be eligible to receive performance bonuses if the grant or project allows for bonuses and the grant or project pays for the bonus. Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

\(^79\) Refer to the [PerksCard website](#).
\(^80\) Refer to the [State TicketsAtWork website](#).
\(^81\) Refer to the [Compensation Guidelines](#).
Employees on warning notice of substandard performance or with documented substandard performance and employees who have received a disciplinary action in the prior 12 months are not eligible.

**Incentive Bonus**
Faculty members in temporary time-limited and temporary positions may be eligible to receive incentive bonuses if the grant or project allows bonuses and the grant or project pays for the bonus. Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Employees on warning notice of substandard performance or with documented substandard performance and employees who have received a disciplinary action in the prior 12 months are not eligible.

**Performance Increase**
Faculty members in temporary time-limited and temporary positions who are rated excellent (or the equivalent) on the performance review may be eligible for a performance increase. Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Note: Compensation increases for temporary grant employees, if permitted, must be included in the approved grant.

**Award Programs**
Faculty members in temporary time-limited and temporary positions may be eligible to receive awards within the University guidelines for employee awards. The grant or project must fund the award.

**Overtime**
Faculty members whose positions are classified as nonexempt under the FLSA are eligible for overtime compensation in the form of wages or compensatory time and will receive such compensation for all time actually worked in excess of 40 in one workweek at a time and one half rate.

For nonexempt employees, deans and vice presidents may elect to pay overtime wages or to grant compensatory time for all hours worked in excess of 40 in a given workweek. The decision will be based on the work needs and budget of the department. Overtime must be pre-approved by the supervisor, but while failure to obtain pre-approval may be the basis for disciplinary action, it may not be the basis for withholding overtime compensation or compensatory time.

**Performance Management, Discipline, Grievance and Reduction in Force**
This section includes information on the performance management, discipline, grievance and reduction in force guidelines.

**Performance Management**
In accordance with the *Faculty Manual*, faculty and special faculty shall be evaluated each year regardless of tenure status.
Discipline
All employees of Clemson University are expected to comply with appropriate University policies and procedures as well as state and federal laws, rules, and regulations. Violation of policies, procedures, laws, rules or regulations is grounds for discipline up to and including dismissal/termination. TLP and TGP faculty should refer to the *Faculty Manual* and the Discipline for “Non-Covered” Employees policy for guidance.

Grievance
A formal grievance procedure is available to faculty members to facilitate the redress of alleged injustices. Any person holding a faculty (as defined in Part II, Section F of the *Faculty Manual*) or special faculty (as defined in Part II, Section F of the *Faculty Manual*) appointment at Clemson University, including academic administrators, may file a grievance under this procedure. Refer to the *Faculty Manual*.

Reduction in Force
Faculty and special faculty can be terminated due to institutional contingencies and bona fide financial exigencies as outlined in the *Faculty Manual*. The state-mandated Reduction in Force Policy does not apply to faculty and special faculty.
FACULTY

Temporary Positions and Intermittent Positions
(9-month and 12-month)

Benefits
Compensation
Performance Management, Discipline and Grievance
FACULTY - Temporary Positions and Intermittent Positions

Benefits
This section provides an overview of the benefits – insurance, retirement, leave and additional benefits offered – that are available to faculty members in temporary and intermittent positions. The information below does not provide guidance on selecting or enrolling in benefit programs. Additionally, eligibility is not solely determined by position category or type. Program and benefit details are provided in the applicable policy or plan document. Employees are advised to refer to these documents and speak with a benefits counselor in the Office of Human Resources (OHR) regarding the benefit programs available to them as well as the program details.

State Health Insurance Package
Eligibility for the state health insurance package is determined per the South Carolina Public Employee Benefit Authority (PEBA) and the Patient Protection and Affordable Care Act (PPACA). 82

**Full-time employees (standard hours of ≥30):** Faculty members with 30 hours or more weekly standard hours and who are reasonably expected by Clemson University to work 30 or more hours per week on average over a designated 12-month period are eligible for the state health insurance package. Should an employee’s work hours fall below 30 hours per week, eligibility will be reevaluated based on expectation of future work hours and prior work history with Clemson University.

**Variable hour and part-time employees (standard hours of <30):** Faculty members who work less than 30 weekly standard hours and who are not reasonably expected by Clemson University to work 30 or more hours per week on average over a designated 12-month period are not eligible for the state health insurance package. Should an employee’s work hours increase, eligibility will be reevaluated based on expectation of future work hours and prior work history with Clemson University.

Non-State Insurance Programs
Faculty members in temporary and intermittent positions are eligible to seek enrollment in non-state insurance programs provided through Clemson University. Non-state insurance programs are voluntary, and faculty members may elect to enroll, change or end participation at any time. 83

State Retiree Insurance Package
Eligibility for the state retiree insurance package is determined by the South Carolina Public Employee Benefit Authority (PEBA), not Clemson University. Faculty members approaching retirement are offered retiree insurance counseling by OHR to include general information and assistance with retiree insurance applications; however, the final determination regarding an employee’s eligibility to continue state insurance into retirement is made by PEBA.

An individual may be eligible for health, dental and vision coverage in retirement if, 1) he/she retires from an employer who participates in the state insurance program, 2) he/she is eligible to retire when

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82 Refer to the [S.C. Public Employee Benefit Authority Insurance Benefits Guide](#) for more information on eligibility.
83 Refer to Aflac coverage information [HERE](#) and MetLife coverage information [HERE](#).
he/she leaves employment, and 3) his/her last five years of employment immediately preceding state (PEBA) retirement were served consecutively in a full-time equivalent (FTE), temporary time-limited, or temporary grant position with 30 or more standard hours per week. A faculty member in either a temporary position or intermittent position is not eligible unless the faculty member has a history of other qualifying, PEBA-approved service.

State Retirement Plans
Faculty members in temporary and intermittent positions are eligible to participate in a state retirement plan beginning from the start of employment. They may elect to participate in the South Carolina Retirement System (SCRS) Plan or the State Optional Retirement Program. University police officers, firefighters and peace officers are enrolled in the Police Officers Retirement System (PORS) Plan.

Faculty members in temporary and intermittent positions who do not have funds on file with the South Carolina Retirement System may elect to not participate in a state retirement plan. An employee who waives participation is no longer eligible to participate in a plan unless the employee transfers to a full-time equivalent (FTE) position or experiences a break in employment.

Supplemental Retirement Programs
Faculty members in temporary and intermittent positions are eligible to participate in supplemental retirement plans provided by Clemson University. Supplemental retirement plans are voluntary, and faculty members may elect to start, stop or change contributions at any time.

Annual Leave
Faculty members in temporary and intermittent positions are not eligible to accrue annual leave benefits.

Sick Leave
Faculty members in temporary and intermittent positions are not eligible to accrue sick leave benefits.

Leave Transfer Program (Leave Pool)
Faculty members in temporary and intermittent positions are not eligible to receive leave from or donate leave to the Leave Transfer Program.

Paid University Holidays

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<td>• Follow the University Academic Calendar HERE. 9-month faculty are paid for the academic semester in which they are employed.</td>
<td>• Faculty members in 12-month temporary and intermittent positions are not eligible to observe University holidays with pay. That is, they do not receive pay for days observed by the University as holidays.</td>
</tr>
</tbody>
</table>

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84 Refer to the S.C. Public Employee Benefit Authority Insurance Benefits Guide for more information on eligibility.
85 Refer to the State Retirement Plan Comparison.
86 Refer to the Supplemental Retirement Programs Plan Options.
87 Refer to the Holiday Schedule.
Family Medical Leave Act (FMLA)
Faculty members in temporary and intermittent positions may take unpaid, job-protected leave under the FMLA for specified personal and/or family medical reason and other reasons specified in the FMLA for a designated period of time. Eligibility is determined by the employee’s length of employment with the state of South Carolina and number of hours worked in the preceding 12-month work year. Employees should contact OHR for additional information on this program.88

Other Leave Programs
Faculty members in temporary and intermittent positions are generally eligible for additional leave benefits, including adoption leave, American Red Cross certified disaster leave, blood drive and donation leave, bone marrow/donor leave, court leave, death in immediate family leave, hazardous weather leave, military leave and voting leave. Employees should contact OHR for a final determination of eligibility for such programs.

Employee Assistance Program (EAP)
Faculty members in temporary and intermittent positions are eligible to participate in the Employee Assistance Program, which is administered by Deer Oaks EAP, an outside vendor.89

Employee Tuition Assistance Program
Faculty members in temporary and intermittent positions are not eligible to participate in the employee tuition assistance program.

Voluntary Incentive Programs
Faculty members in temporary and intermittent positions are not eligible to participate in voluntary incentive programs.

PerksCard
Faculty members in temporary and intermittent positions are eligible to participate in the PerksCard program.90

TicketsatWork
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Earned Service
State Retirement Earned Service
Paid faculty members in temporary and intermittent positions who are not retired and are contributing to the South Carolina Public Employee Benefit Authority (PEBA) Retirement System for deposit into their South Carolina Retirement System (SCRS) Plan accrue state retirement earned service. This state retirement service is used in the employee’s retirement benefit calculation.

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88 Refer to the FMLA Employee Packet.
89 Refer to the Employee Assistance Program website.
90 Refer to the PerksCard website.
91 Refer to the State TicketsAtWork website.
Earned State Service
Faculty members in temporary and intermittent positions do not accrue earned state service.

Compensation
The Clemson University Compensation Guidelines apply to all faculty and staff members. The guidelines outline institutional policy and explain how compensation actions impact affect an employee’s total compensation.

State-Mandated Increases
State-mandated increases are provided by The General Assembly on occasion and generally cover regular FTE employees only. The University may, at its discretion, provide increases for faculty in temporary and intermittent positions, providing funds are available.

Annual Compensation Plan
Performance Bonus
Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Incentive Bonus
Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Performance Increase
Eligibility is determined by the Executive Leadership Team and communicated through the Annual Compensation Plan.

Award Programs
Faculty members in temporary and intermittent positions are not eligible to participate in awards programs.

Overtime
Faculty members whose positions are classified as nonexempt under the FLSA are eligible for overtime compensation in the form of wages or compensatory time and will receive such compensation for all hours worked in excess of 40 in one workweek at a rate of 1.5 times their hourly rate.

For nonexempt employees, deans and vice presidents may elect to pay overtime wages or may grant compensatory time for all hours worked in excess of 40 in a given workweek. The decision will be based on the work needs and budget of the department. Overtime must be pre-approved by the supervisor, but while failure to obtain pre-approval may be the basis for disciplinary action, it may not be the basis for withholding overtime compensation or compensatory time.

Performance Management, Discipline, Grievance and Reduction in Force
This section includes information on the performance management, discipline, grievance and reduction in force guidelines.

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92 Refer to the Compensation Guidelines.
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All employees of Clemson University are expected to comply with appropriate University policies and procedures as well as state and federal laws, rules, and regulations. Faculty and special faculty are subject to the discipline process outlined in Clemson's Discipline for "Non-Covered" Employees Policy and the *Faculty Manual*.

Grievance
A formal grievance procedure is available to faculty members to facilitate the redress of alleged injustices. Any person holding a faculty (as defined in Part II, Section F of the *Faculty Manual*) or special faculty (as defined in Part II, Section F of the *Faculty Manual*) appointment at Clemson University, including academic administrators, may file a grievance under this procedure. Refer to the *Faculty Manual*.

Reduction in Force
Faculty and special faculty can be terminated due to institutional contingencies and bona fide financial exigencies as outlined in the *Faculty Manual*. The state-mandated Reduction in Force Policy does not apply to faculty and special faculty.
Resources

Office of Human Resources Contact Information
- Contact ASK-HR/ 864-656-2000

Benefits Programs – By Category

**Health/Dental/Vision/Life/Disability Insurance:**
- Benefits Program Booklet
- SC Public Employee Benefit Authority-Insurance
- Aflac
- MetLife

**Retirement:**
- Benefits Program Booklet
- SC Public Employee Benefit Authority-Retirement
- State Retirement Plan Comparison
- Supplemental Retirement Programs Plan Options

**Leave:**
- Summary of Leave Benefits
- FMLA Employee Packet
- Office of Human Resources Holidays Policy
- Holiday Schedule
- Special Leave Request Guidance
- State Leave Transfer Pool Guidance

**Other:**
- Deer Oaks Employee Assistance Program (EAP)
- PerksCard website
- State TicketsAtWork website
- Employee Tuition Assistance Program Overview

Compensation
- Compensation Guidelines

Performance Management, Discipline, Grievance and Reduction in Force

Transitioning Between Positions
- Transitioning from a full-time equivalent (FTE) position to temporary time-limited position
- Transitioning from a temporary time-limited position to a full-time equivalent (FTE) position

Note: Contact the Office of Human Resources for information on movements between other positions.