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POLICY STATEMENT

Using the State of South Carolina employee classification system, Clemson University seeks to utilize a standard classification system to classify faculty and staff—taking into consideration the specific job duties, job attributes and job responsibilities of each position. Clemson University maintains the [Clemson University Faculty Manual](#) and the [Positions Categories Guidance for Faculty and Staff](#) to detail specific position categories or types and the related programs and benefits for which each is eligible as part of a total rewards philosophy.

DELEGATED AUTHORITY

The Division of State Human Resources within the South Carolina Department of Administration has delegated authority to Clemson University to establish classification policies and procedures which are in accordance with state and federal laws and regulations. Memorandums of understanding on record document this delegation.

REASONS FOR POLICY

Classification (1.1 through 1.2) – These portions of the policy set forth the SC Division of State Human Resources’ uniform classification system applicable to all university positions in the classified and unclassified service.

Personnel Actions (2.1 through 2.5) – These portions of the policy set forth requirements of a uniform administration of promotions, reassignments, transfers, reclassifications and temporary classifications.

ENTITIES AFFECTED BY THIS POLICY

This policy applies to all colleges and divisions of the university.

WHO SHOULD READ THIS POLICY

- Department chairs, directors, deans and division heads
- Hiring managers and supervisors
- Human resources representatives
- Business officers

WEB ADDRESS FOR THIS POLICY

https://media.clemson.edu/humanres/policies_procedures/Classification_and_Personnel_Actions_Policy.pdf

CONTACTS

Subject Matter	Office	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	The Office of Human Resources	(864) 656-2000	Ask-HR

1.1 Classification Principles

Under a delegation agreement with the South Carolina Division of State Human Resources, the administration plan for classifying positions rests with Clemson University’s Office of Human Resources (OHR), and OHR must approve any action being taken to fill or alter a position¹. OHR is responsible for conducting periodic studies to ensure that the classification is current and uniform. OHR, in conjunction with the South Carolina Division of State Human Resources, establishes new classifications and revises or abolishes existing classifications². The Office of Human Resources shall review and approve all new positions.

Classification Specifications

1. A classification shall be established for each definable category of work and its level of difficulty and responsibility.
2. To promote equity in administering the classification plan, all positions allocated to a specific classification shall be sufficiently similar as to kind of work, level of difficulty or responsibility, and qualification requirements.
 - Within a specific classification, there may be a significant number of positions with differing duties and responsibilities.
3. OHR maintains a link to updated classification specifications, as listed in the [Division of State Human Resources State Job Classifications](#). Per the Division of State Human Resources, classification specifications shall consist of the following:
 - Classification Title
 - Class Code
 - General Nature of Work
 - Guidelines for Class Use/Distinguishing Characteristics
 - Examples of Work
 - Knowledge, Skills and Abilities
 - Special Requirements
 - Minimum Requirements
 - Fed Category

¹ Questions and correspondence regarding the classification of positions at Clemson University should be directed to the Office of Human Resources (OHR), which will act as an intermediary between university employees and the South Carolina Division of State Human Resources.

² Any action taken by OHR in regard to the classification or reclassification of a position may be appealed for reevaluation at the request of the appropriate vice president.

- Band (Minimum, Midpoint and Maximum)

Position Descriptions

The position description shall serve as a record of the official assignments of the position and is used in the comparison of positions for the purpose of ensuring uniformity of classification. For staff positions, the position description must be used for the establishment and revision of classifications and as a basis for other personnel matters. For faculty positions, refer to the [Clemson University Faculty Manual](#).

1. Positions shall not be allocated to a classification that has not been approved as part of the Classification Plan.
2. The position description shall include the following:
 - Job summary: A brief overview of the purpose of the position.
 - Job duties: Specific duties and responsibilities assigned by the appropriate authority, the percentage of time normally devoted to each duty and whether the duty is deemed “essential” or “non-essential”.
 - Minimum requirements (education, experience, licenses and certifications)
 - Supervisory and budgetary responsibilities
 - Physical requirements
 - Working conditions
 - Competencies
 - Band
 - Standard hours
 - Full/Part time
 - FLSA (exempt or nonexempt status)
3. No action shall be taken to fill a position until it has been classified in accordance with the Classification Plan.
4. All position descriptions shall be maintained by OHR. Position descriptions shall be reviewed by the supervisor with the employee upon conducting performance appraisals to assure their accuracy, and position descriptions shall be revised should duties significantly change. Revised position descriptions shall be forwarded promptly to OHR for review and approval.
5. In the event that a position is moved from one unit to another, a new position description shall be completed and promptly filed with OHR. OHR shall determine the proper classification of the position based on the assigned duties and responsibilities.

1.2 Categories of Positions

This portion of the policy establishes the following definitions of positions:

State Position Classification Plan: Classified or Unclassified	
Classified Position	Unclassified Position
<ul style="list-style-type: none"> • A position in state service that is subject to the State Position Classification Plan. • All positions at Clemson are classified based on the duties assigned to that position. Each position is assigned to a classification specification, which defines, in general terms, examples of the kind of work and level of 	<ul style="list-style-type: none"> • A position in state service that has been assigned an unclassified title that is not subject to the State Position Classification Plan³.

³ See [Higher Ed Unclassified with Federal Code Chart](#).

<p>responsibility normally assigned to positions that may be allocated to the classification. The exact duties and responsibilities of positions allocated to any one classification may differ. However, all positions allocated to a classification shall be sufficiently similar as to kind of work, level of difficulty or responsibility and qualification requirements to warrant like treatment for Human Resources administration purposes.</p>	
Staff or Faculty	
Staff Position	Academic/Faculty Position
<ul style="list-style-type: none"> Any non-faculty position, either classified or unclassified, that provides support to University programs through administration, information technology, accounting, engineering, custodial, food service, or craftwork. 	<ul style="list-style-type: none"> A position that carries faculty status and provides teaching, research, public service, librarianship, and/or administrative support to University programs.
Regular or Temporary	
Full-time Equivalent (FTE) Position	Temporary Positions
<ul style="list-style-type: none"> A regular position authorized by the South Carolina General Assembly that has been assigned a numerical value expressing a percentage of time in hours and of funds related to that position. A full (100 percent or 1.0) FTE position has standard hours of a minimum of 37.5 hours per week; however, nothing in this policy is a guarantee of a minimum number of hours in any work week. An FTE position is not temporary or intermittent in nature. 	<ul style="list-style-type: none"> A non-regular (non-FTE) position, to include: temporary, time-limited, temporary grant and intermittent positions. <u>Time-Limited Project Position:</u> <ul style="list-style-type: none"> A full- or part-time temporary (non-FTE) position funded by a contract or other special project. The time-limited position is only viable as long as the contract is in force or other special project is active. <u>Temporary Grant Position:</u> <ul style="list-style-type: none"> A full- or part-time temporary (non-FTE) position funded by an approved grant for the duration of the grant. <u>Temporary Position:</u> <ul style="list-style-type: none"> A full- or part-time non-regular (non-FTE) position that does not exceed twelve months in duration and is used to offset increased work demands or staff special projects. <u>Intermittent Position:</u> <ul style="list-style-type: none"> A part-time temporary (non-FTE) position used to manage periodic, sporadic or occasional work needs, which cannot exceed 28 hours per week. The work associated with an intermittent position is recurring or reappearing now and then, irregular, random and/or unpredictable. The work can occur in isolated instances or stop and start at intervals.
Standard Hours: Full-Time or Part-Time	
Full-Time Position	Part-Time Position
<ul style="list-style-type: none"> In accordance with the State of South Carolina guidelines and Clemson University’s Workweek Policy, the standard full-time employee workweek shall be no less than 37.5 hours, and compensation is based on a 40-hour workweek. 	<ul style="list-style-type: none"> In accordance with the State of South Carolina guidelines and Clemson University’s Workweek Policy, the standard hours for all employees not in full-time positions shall be designated in one-hour increments, and compensation is based on a 40-hour workweek. Per state regulations, any position with standard hours less than 37.5 is considered part time.

2.1 Personnel Actions Principles

Clemson University's Office of Human Resources (OHR), under delegated authority from the South Carolina Division of State Human Resources, shall uniformly administer and document all employee promotions, reassignments, transfers, reclassifications and temporary classifications.

2.2 Reclassification of Positions

The Office of Human Resources shall approve and document all reclassifications.

- An established position may be reclassified from one classification to a different classification as a result of a natural change in the duties and responsibilities of the position, a redistribution of work assignments that significantly alter the duties and responsibilities of the position, or the need to more accurately document the levels of work performed.
- Reclassifications may not be processed when an employee's position is to be changed so significantly that the new position does not represent a natural career progression or is in a dissimilar job family. In this situation, a new position must be created and filled in accordance with Clemson University's Hiring Policy.
- For classified positions, reclassification is defined as the assignment of a position in one classification to another classification which is the result of a natural or organizational change in duties or responsibilities of the position. Reclassification comprises the movement of a position in one of the following directions:
 - **Upward:** The position moves from one classification to another classification having a higher state salary range.
 - **Downward:** The position moves from one classification to another classification having a lower state salary range.
 - **Lateral:** The position moves from one classification to another classification having the same state salary range.
- Reclassifications can result in the employee moving into a probationary period or trial status. For more information on probationary periods and trial status, see the [Probationary Period and Trial Status Policy](#).

2.3 Promotions

Promotion is the term used to identify the successful application, job offer and acceptance by an existing employee of a different established position having a higher state salary range or, for positions without a state salary range, having a higher rate of pay. Failure to be selected for a promotion is not an adverse employment action that can be grieved or appealed.

2.4 Reassignments and Transfers

Reassignment (also known as an intra-agency transfer) is the term used to identify the movement within Clemson University of an employee from one position to another position having the same state salary range, or the movement of a position within an agency and which does not require reclassification.

Transfer (also known as an inter-agency transfer) is the term used to identify the movement of a state employee to a different state agency from one position to another position having the same state salary range and does not require reclassification.

2.5 Temporary Classifications

This section of the policy communicates the uniform administration of a non-regular, non-faculty classification plan.

- Excluding temporary time-limited and temporary grant positions, for a position to be categorized as non-regular, the position cannot be in place for more than 12 months.
- The Office of Human Resources (OHR) shall approve all non-regular position classifications to ensure non-regular position classifications are comparable to those in the regular classified service.

Although agencies are not required by § 8-11-120 of the SC Code of Laws to post job vacancies for non-FTE positions, such as temporary, temporary grant or time-limited positions, Clemson University’s Office of Human Resources encourages colleges and divisions to post all vacant positions to maximize its recruitment and selection opportunities. Under special circumstances, the posting period may be waived if the supervisor certifies that an emergency exists and the department must have an employee immediately. Posting is not required for positions with a duration of one month or less. However, the applicant to be employed must have an application on file with the Office of Human Resources.

DEFINITIONS

For definitions, see the [OHR Glossary of Terms](#).

RELATED RESOURCES

University Policies and Documents Clemson University Faculty Manual Academic/Faculty Job Codes and Titles Probationary and Trial Status Policy Reclassification Procedure Hiring Policy Workweek Policy Position Categories Guidance for Faculty and Staff
External Documentation Division of State Human Resources State Job Classifications South Carolina State Class Manual Fair Labor Standards Act State Delegated Authority Policy State Human Resources Regulations