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POLICY STATEMENT

Using comparable market ranges, Clemson University seeks to compensate faculty and staff in a manner that is competitive, fair and equitable—taking into consideration the specific job duties, job attributes, job responsibilities, applicable experience and education of the applicant or incumbent, the performance of the employee, and budgetary and financial constraints. Clemson University maintains [Compensation Guidelines](#), which are reviewed and approved annually by the Board of Trustees Compensation Committee, 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 a compensation policy and guidelines in accordance with state and federal laws and regulations. Memorandums of understanding on record document this delegation.
- Clemson University's Board of Trustees has delegated administrative authority as it relates to implementing this policy to the university's Executive Leadership Team, the president and the chief human resources officer.

FEDERAL AND STATE GOVERNANCE

Clemson University will adhere to state and federal laws, including but not limited to the Fair Labor Standards Act (FLSA), the Equal Pay Act of 1963, the Higher Education Efficiency and Administrative Policies Act of 2011 (HEEAPA), Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1970, the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973 and the South Carolina Payment of Wages Act.

REASONS FOR POLICY

The Compensation Policy sets forth requirements of a holistic, competitive, fair and equitable compensation strategy that is in compliance with state and federal laws and regulations and applies to all Clemson University faculty, staff, administrators and coaches.

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/Compensation_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 https://www.clemson.edu/human-resources/

COMPENSATION PRINCIPLES

The president, the chief human resources officer and the Executive Leadership Team have ultimate accountability for the outcomes of the compensation policy and strategy. In executing the compensation policy and strategy of the university, the chief human resources officer is charged with implementing guidance, procedures and practices as adopted and developed by the president and the Executive Leadership Team. The chief human resources officer is also charged with utilizing appropriate tools and industry standards to establish compensation practices consistent with the university's compensation strategy and policy. This includes, but is not limited to, the development and maintenance of competitive market-pay data and salary analyses.

Board of Trustees Compensation Committee

The mission of the Board of Trustees Compensation Committee is to ensure that Clemson University’s compensation policy is market-level competitive, supports achievement of top-20 status, maintains R1 Carnegie classification, and continues excellence in the University’s athletic programs. Such policy must apply to all employees of the University. The Board of Trustees has delegated administrative authority to Clemson University’s President, Chief Human Resources Officer and Executive Leadership Team to implement the policy. Further, the Board of Trustees expects Clemson University's compensation policy and implementation procedures to be consistent, driven by budgetary constraints and good fiscal stewardship, tied directly to employee performance that is linked to objective standards, and targeted at competitive market levels for similar jobs in local, state, regional or national markets as appropriate.

The Compensation Committee reviews and approves the Compensation Policy, and Compensation Guidelines annually. The Compensation Committee reviews the Compensation Committee Charter and makes recommendations for any needed revisions to the Board of Trustees. The Compensation Committee is responsible for ensuring compliance and consistent application of the compensation policy and reviewing and approving exceptions when appropriate. See the [Compensation Committee Charter](#).

Compensation Market Strategy

The university recognizes that the market which determines the competitiveness of Clemson’s compensation structure is constantly moving. To maintain its competitive compensation position, the Office of Human Resources (OHR) will annually participate in and utilize industry specific surveys to determine market shifts and compensation trends in order to update both faculty and staff salary structures. With updated salary structures, OHR will work in coordination with the university’s chief financial officer and the university’s budget office to develop compensation budget recommendations to be presented to the university’s Board of Trustees for inclusion in the university’s annual budget.

Pay for Performance

All compensation actions shall be determined on the following factors:

- Achievement of university goals
- Achievement of college/division and departmental goals
- Achievement of individual performance goals

Recommendations and Approvals for Granting Compensation Actions

All compensation actions must be recommended by an individual's direct supervisor and approved by the person to whom the supervisor reports and the budget center leader. Some compensation actions require additional approval(s), as outlined in the [Compensation Guidelines](#). With few exceptions, for example state-mandated cost-of-living increases, compensation actions must occur during the annual pre-approved period assigned to the specific budget center.

The chief human resources officer and the president, in consultation with the Executive Leadership Team, are accountable for approving exceptions to policy, practice, or the *Compensation Guidelines* and also for soliciting approval from the Board of Trustees Compensation Committee when required. Required approvals must be documented in writing and may not be delegated.

Bonuses

Clemson University complies with regulations set forth by the state of South Carolina and may utilize a combination of lump-sum bonuses as part of its competitive compensation plan. In the design of all compensation plans, the university complies with:

- South Carolina’s [Division of State Human Resources – Bonuses, Rewards, and Recognition](#) and the ‘Employee Bonus Proviso’ section in [Bonus Legislation](#).
- South Carolina Code Section 59-101-610.

Additional information is provided in the [Compensation Guidelines](#).

RESPONSIBILITIES

Responsible Party	List of Responsibilities
Board of Trustees	<ul style="list-style-type: none"> • Govern through establishment of policies that ensure academic quality and freedom, protect the university’s financial security, and ensure efficient and effective administration through the Board’s selected president and his or her executive officers. • Name and maintain a Compensation Committee, comprised of board members, to review and approve the Compensation Guidelines and other compensation-related matters.
Board of Trustees Compensation Committee	<ul style="list-style-type: none"> • The Board of Trustees Compensation Committee’s responsibilities are established by the Compensation Committee Charter.
Clemson University President	<ul style="list-style-type: none"> • Approve compensation actions as outlined in the Compensation Guidelines.
Executive Vice President of	<ul style="list-style-type: none"> • Manage compensation decisions with academic personnel through policy compliance, procedures and practices as adopted and developed by the

Academic Affairs and Provost	University’s administration and approved by the Board of Trustees Compensation Committee.
Office of Human Resources (OHR)	<ul style="list-style-type: none"> • Manage compensation decisions with non-academic personnel through policy compliance, procedures and practices as adopted and developed by the university’s administration and approved by the Board of Trustees Compensation Committee. • Implement guidance, procedures and practices as adopted and developed by the university’s administration. • Utilize appropriate tools and industry standards to establish compensation consistent with the university’s compensation strategy and policy. • Develop and maintain competitive market-pay data and salary analyses.
Supervisor	<ul style="list-style-type: none"> • Recommend compensation actions for direct reports. • Approve compensation actions for individuals whose supervisors are direct reports.

DEFINITIONS

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

RELATED RESOURCES

University Policies and Documents
Clemson University Faculty Manual Clemson University Compensation Guidelines Compensation Committee Charter Position Categories Guidance for Faculty and Staff
External Documentation
Division of State Human Resources – Bonuses, Rewards, and Recognition Bonus Legislation State Human Resources Regulations Department of Labor The Equal Pay Act of 1963 Fair Labor Standards Act Occupational Safety and Health (OSH) Act Higher Education Efficiency and Administrative Policies Act of 2011 (HEEAPA) South Carolina Code Section 59-101-610 (Life Sciences Act)
University Forms and Systems
Bonus and Award Form Bonus and Award Form - Multiple Listing Life Sciences Act Bonus Submission Form