



Pay Guidelines
Effective November 3, 2014

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

The SC Department of Transportation Pay Guidelines are in compliance with the State Human Resources Regulations as developed by the South Carolina Human Resources Division (HRD).

I. GENERAL RULES

- All exceptional pay actions must be approved by the Secretary of Transportation.
- The SCDOT Pay Guidelines are subject to the availability of funds.
- Salary increases will be calculated on an employee's base pay.
- Temporary Salary Adjustments, Bonuses, and Special Assignment Pay will not become a part of the employee's base pay.
- All employees must be compensated at a rate at least equal to the internal salary minimum for the class/level to which they are assigned.
- An employee's base pay may not exceed the maximum salary for his/her respective State pay band.
- An approved temporary salary adjustment can cause an employee's total compensation to exceed the maximum salary for his/her respective State pay band.
- The pay rate of all new hires and transfers will be established commensurate to the applicant's education, knowledge, skills, and experience.
- Compensation will only be awarded for the possession or attainment of **job-relevant** licenses and certifications.
- Compensation for Professional Engineer (PE), Professional Land Surveyor (PLS), and Professional Geologist (PG) will only be awarded if the license is registered by the State of South Carolina.
- Compensation for Engineer-in-Training (EIT) and Geologist-in-Training (GIT) will only be awarded if the employee has attained his/her bachelor's degree.
- Employees will not be compensated more than once for the attainment of the same license under the additional skills and knowledge provision.
- Employees who obtain and are compensated for their single PE, PG, or PLS license and subsequently obtain a dual license as a PLS, PE, or PG are not eligible for additional compensation.
- Employees who obtain and are compensated for their single EIT, GIT, or LSIT license and subsequently obtain a dual license as an LSIT, EIT, or GIT are not eligible for additional compensation.
- Employees who obtain and are compensated for their single CPA or CIA credential and subsequently obtain a dual credential as a CPA or CIA are not eligible for additional compensation.
- Employees who are certified as 3rd Party Testers will receive compensation under the Special Assignment Pay provision. The compensation will not be included in their base pay and will be removed if the employee stops performing the duties of a 3rd Party Tester.

II. DEFINITIONS

Additional Job Duties or Responsibilities: the assignment of additional job duties or broader responsibilities to an employee without impacting the position's internal level or the assignment of additional job duties or broader responsibilities to an employee resulting in the advancement of the position to a higher internal level.

Additional Skills and Knowledge: the Department recognizes the **post-employment attainment** of a **job-relevant** Professional Engineer (PE), Engineer-in-Training (EIT), Professional Land Surveyor (PLS), Land Surveyor in Training (LSIT), Professional Geologist (PG), Geologist-in-Training (GIT), American Institute of Certified Planners (AICP), Professional Traffic Operations Engineer (PTOE), Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Finance Officer (CGFO), Certified Public Procurement Officer (CPPO), Certified Professional Public Buyer (CPPB), and Class A CDL and Class B CDL as required for selected positions (*please see (**)* **footnote for definition of selected positions**).

Bonus: a one-time lump sum payment to recognize the extraordinary accomplishments and contributions of individual employees. A bonus may be considered for any employee filling a permanent FTE or temporary grant position. Employees earning \$100,000 or more are not eligible. Please refer to the SCDOT Employee Recognition Policy and Procedures for additional information concerning bonuses.

New Hire: initial employment of an individual with the Department in a classified or unclassified permanent position.

Performance Increase: an increase to an employee's salary based upon performance in accordance with § 8-1-160 of the South Carolina Code of Laws. A performance increase shall not place an employee's salary above the maximum of the pay band.

Promotion: movement of an employee of the Department or an individual at another State agency in a permanent position having a lower State pay band to a permanent position having a higher State pay band.

Reassignment with Additional Duties: movement of an employee from a permanent position having a lower internal level to a different permanent position having a higher internal level within the same State pay band; or movement of an employee to a different permanent position having the same State pay band and internal level with broader responsibilities.

Reemployment: the employment of a person following a break in service in an FTE position.

Retention: when an employee of the Department has a bona fide written job offer from another employer, either within or outside of State government, and his/her management wishes to retain the services of this employee in his/her current position. Such an increase cannot place the employee's salary above the maximum of the pay band. Requests to award retention increases are considered on a case-by-case basis in light of the specific circumstances. An employee shall receive no more than one retention increase in a twenty-four (24) month period.

Special Assignment Pay – additional compensation to classifications of employees in the entire Agency or any portion of the Agency for periods of time when he/she is on special assignment if circumstances warrant such approval based on guidelines established by State Human Resources Division.

Temporary Salary Adjustment: recognizes an employee for continuing to perform their current duties and responsibilities while assuming substantial additional duties and/or responsibilities for a period of at least three (3) consecutive months, but not typically longer than one (1) year.

Transfer: employment of an individual currently working in a permanent position at another State agency having the same State pay band as that of the position being filled.

Upward Reclassification: the assignment of a classified position in one class to another class, having a higher State pay band, which is the result of a natural or organizational change affecting the duties or responsibilities of the position.

III. **ADDITIONAL JOB DUTIES OR RESPONSIBILITIES**

An employee is not eligible to receive an additional duties increase if he/she has received a base pay salary increase for any other reason other than a legislative increase directed by the State Legislature, within the past twenty-four (24) months. Exception: If an employee has applied and been selected for a position in the same pay band (through reassignment), but at a higher pay level, he/she is eligible to receive an additional duties increase to recognize the movement to the next level.

When an employee receives an additional job duties or responsibilities increase, he/she shall sign a statement indicating understanding that the increase may be removed under certain circumstances as are allowed within the provisions of the State Human Resources Regulations (reference Section IV of this policy).

IV. **REMOVAL OF ADDITIONAL JOB DUTIES OR RESPONSIBILITIES**

Should the additional job duties or responsibilities, which justified an increase, be removed from an employee within six months of the effective date of the salary increase, the salary may be reduced by the dollar amount of the additional job duties or responsibilities increase. Such decrease in salary is not grievable or appealable under the State Employee Grievance Procedure Act.

V. **VOLUNTARY DEMOTION / DOWNWARD RECLASSIFICATION**

An employee who voluntarily accepts a demotion or downward reclassification will generally have a reduction in pay as follows:

- The employee's salary will generally be reduced by the dollar amount previously received upon promotion or upward reclassification, provided the new salary does not exceed the maximum of the pay band for the class to which he/she is being demoted or downwardly reclassified.
- If an employee has not previously been promoted or reclassified upward to his/her current classification, the employee's salary will generally be reduced by ten percent (10%) of his/her salary at the time of entry into his/her current classification. The new salary cannot exceed the maximum of the pay band for the class to which he/she is being demoted or downwardly reclassified.

The employee must sign a written statement indicating agreement to the salary decrease. The signed document will be retained in the employee's personnel file.

VI. **VOLUNTARY REASSIGNMENT**

An employee who voluntarily accepts a reassignment to a position having a lower internal level within the same pay band or a position at the same pay band and internal level with less complex responsibilities will generally have a reduction in pay as follows:

- The employee's salary will generally be reduced by the dollar amount previously received upon entry into the employee's current classification and level.
- If an employee has not previously been reassigned upward, the employee's salary will generally be reduced by seven percent (7%) of his/her salary at the time of entry into his/her current classification/level.

The employee must sign a written statement indicating agreement to the salary decrease. The signed document will be retained in the employee's personnel file.

VII. INVOLUNTARY DEMOTION / DOWNWARD RECLASSIFICATION

Disciplinary or Performance Reason - An employee who, as the result of a disciplinary action or unsatisfactory rating on an EPMS evaluation, has his/her position reclassified to a class with a lower pay band or is demoted to a position in a lower pay band, may, at the discretion of the Secretary of Transportation, be paid at a rate equal to or below the current salary, but within the lower pay band.

Involuntary or Non-Disciplinary Reason – When a covered employee is demoted due to involuntary or non-disciplinary reasons or when an occupied position is reclassified to a class in a lower pay band for these reasons, the employee's salary shall not be reduced for a period of one year from the date of the demotion or downward reclassification unless an exception is approved by the Budget and Control Board. After the expiration of the one-year period, with the approval of the Secretary of Transportation or his/her designee, the employee's salary may be reduced no more than 15% or to the midpoint of the pay band, whichever is lower. An employee exempt from the State Employee Grievance Procedure Act, who is involuntarily demoted or downwardly reclassified may have his/her salary reduced no more than 15% or to the midpoint of the pay band, whichever is lower, immediately following the demotion or downward reclassification.

VIII. INVOLUNTARY REASSIGNMENT

An employee may be involuntarily reassigned based on the needs of the Agency provided the reassignment is no further than thirty (30) miles from his/her current work location.

SPECIFIC SCDOT PAY GUIDELINES AND CORRESPONDING STATE REGULATIONS

Type of Action	SCDOT Pay Guidelines	State HR Regulation
Additional Job Duties or Responsibilities	<p><i>Within the same level:</i> 5%</p> <p><i>Movement to higher level:</i> 7% or to the internal salary minimum of the higher level, whichever is greater.</p> <p>An employee is not eligible to receive an additional duties increase if he/she has received a base pay salary increase for any other reason other than a legislative increase directed by the State Legislature, within the past twenty-four (24) months. Exception: if an employee has applied and been selected for a position in the same pay band (through reassignment), but at a higher pay level, he/she is eligible to receive an additional duties increase.</p>	Up to 15%, HRD approval required for increases exceeding 15%
Additional Skills and Knowledge	PE, PLS, or PG \$4,000* EIT, LSIT, or GIT \$2,000 CPA or CIA \$4,000 CGFO \$2,000 CPPO \$2,000 CPPB \$1,000 PTOE \$2,000 AICP \$2,000 Class A CDL \$1,700** Class B CDL \$850**	Up to 15%, HRD approval required for increases exceeding 15%
Bonus	Refer to SCDOT Employee Recognition Policy and Procedures	A one-time lump sum payment up to \$3,000 per state fiscal year for employees filling FTEs or Temporary Grant positions. Employees may receive more than one bonus in a state fiscal year as long as the cumulative total does not exceed \$3,000.
Demotion – except disciplinary	Reference Section V of this Policy.	Voluntary – salary may be maintained or reduced at the discretion of the Agency Head. Salary must be within the pay band. Involuntary – salary may not be reduced for a period of 1 yr. from the date of action. After 1 yr., salary may be reduced no more than 15% or to the midpoint of the pay band; whichever is lower.
Downward Reclassification – except disciplinary	Reference Section V of this Policy.	Voluntary – salary may be maintained or reduced at the discretion of the Agency Head. Salary must be within the pay band. Involuntary – salary may not be reduced for a period of 1 yr. from the date of action. After 1 yr., salary may be reduced no more than 15% or to the midpoint of the pay band; whichever is lower.
New Hire	Up to the midpoint of pay band unless the internal salary minimum is greater. Salary recommendation is based on a salary analysis.	HRD approval required above midpoint of pay band unless specifically approved otherwise.

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Performance	Implementation and specific guidelines will be covered under separate Performance Pay Guidelines.	Increases awarded in accordance with Department-specific guidelines.
Promotion (movement to a higher state pay band)	10% or to the internal salary minimum of the higher pay band, whichever is greater.	Up to 15% or to the midpoint of the higher pay band, whichever is greater, HRD approval required for increases exceeding 15% that are above the midpoint of the higher pay band.
Reassignment with Additional Duties (upward movement within the same state pay band)	7% or to the internal salary minimum, whichever is greater.	Up to 15%, HRD approval required for increases exceeding 15%
Retention	Up to 15%	Up to 15%, HRD approval required for increases exceeding 15%.
Special Assignment Pay	CDL 3 rd Party Tester \$2,000***	Based on established guidelines by HRD.
Temporary Salary Adjustment	Up to 10% for up to one (1) year	Up to 15%, HRD approval required for increases exceeding 15% and extensions exceeding the initial one (1) year period
Transfer	Salary will be established based on a salary analysis. Must be compensated at least at the internal salary minimum of the pay band.	Up to 15%
Upward Reclassification	10% or to the internal salary minimum of the higher pay band, whichever is greater.	Up to 15%, HRD approval required for increases exceeding 15%

* Employees who have been previously compensated \$2,000 for their EIT, GIT, or LSIT and subsequently earn a **job-relevant** PE, PG, or PLS may receive an additional \$4,000 for the PE, PG, or PLS for a total of \$6,000.

** This only applies to positions which require a CDL, but are not classified in the Trades Specialist or Mechanic series. Employees who have been previously compensated \$850 for their Class B CDL and subsequently earn a **job-relevant** Class A CDL may receive an additional \$850 for the Class A CDL for a total of \$1,700.

*** The Department currently compensates 3rd Party Testers under the Special Assignment Pay provision. There may be other examples of compensation under Special Assignment Pay that the Department has yet to identify.

Signature Redacted - Janet P. Oakley

Secretary of Transportation

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November 25, 2014

Ms. Mary Gail Monts-Chamblee
S.C. Department of Transportation
Director of Human Resources
PO Box 191
Columbia, SC 29202-0191

Dear Ms. Monts-Chamblee:

We have approved your request for special salary adjustments for the employees in the Trades Specialist series listed on the attached spreadsheet. We based this approval on the statistical information gathered from the salary survey that you recently conducted and due to the significant turnover within the Trades Specialist series that your agency continues to experience. These increases may be made effective November 17, 2014.

In addition, we have approved special hiring rates, which are above the midpoint, for the Trades Specialist II (KC20) level 2C and level 2D and the Trades Specialist III (KC30) level 3C. Please maintain documentation of these special hire rates with your delegation documentation regarding hire above minimums.

It is our understanding that your agency has funds available to support the annualized cost of these increases. Please call us if you have any questions or need additional assistance.

Sincerely,

Signature Redacted

Samuel L. Wilkins
Director, Human Resources Division

TRADES INTERNAL PAY LEVELS

TRADES SPECIALIST II	BAND	MINIMUM	MIDPOINT	MAXIMUM
	2	\$ 17,656	\$ 25,161	\$ 32,667

LEVEL	OLD MIN	NEW MIN
2A	\$ 19,136	\$ 23,024
2B	\$ 21,949	\$ 24,175
2C	\$ 22,207	\$ 25,384
2D	\$ 23,538	\$ 26,653

TRADES SPECIALIST III	BAND	MINIMUM	MIDPOINT	MAXIMUM
	3	\$ 21,484	\$ 30,619	\$ 39,754

LEVEL	OLD MIN	NEW MIN
3A	\$ 25,275	\$ 27,986
3B	\$ 25,977	\$ 29,384
3C	\$ 26,700	\$ 30,854

TRADES SPECIALIST IV	BAND	MINIMUM	MIDPOINT	MAXIMUM
	4	\$ 26,139	\$ 37,250	\$ 48,361

LEVEL	OLD MIN	NEW MIN
4A	\$ 30,740	\$ 32,396
4B	\$ 31,606	\$ 34,017
4C	\$ 32,500	\$ 35,718

TRADES SPECIALIST V	BAND	MINIMUM	MIDPOINT	MAXIMUM
	5	\$ 31,805	\$ 45,326	\$ 58,848

LEVEL	OLD MIN	NEW MIN
5A	\$ 39,388	\$ 39,388
5B	\$ 40,513	\$ 41,374
5C	\$ 41,672	\$ 43,672