



Policy Title:	Classification Provisions for Classified and Unclassified Full-Time Equivalent (FTE) Positions
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**In case of conflict between this policy and Division of State Human Resources (DSHR) Regulations, DSHR Regulations will prevail.**

## **SUMMARY**

This policy describes the establishment, maintenance and administration of classified and unclassified full-time equivalent (FTE) positions, pursuant to sections 19-702, 19-704, 19-705 and 19-706 of the State Human Resources regulations of the Division of State Human Resources (DSHR).

## **DEFINITIONS**

Academic Personnel – For the purpose of executing this policy, individuals in FTE positions that hold tenured and tenure track appointments with academic rank (e.g. professor, librarian, associate professor, associate librarian, assistant professor, assistant librarian) and non-tenure track faculty and non-tenure track associated faculty (e.g., senior instructor, principal lecturer, senior lecturer, lecturer, visiting assistant professor, visiting associate professor, visiting professor, clinical assistant professor, clinical associate professor, research professor, research associate professor, research assistant professor, research associate, post-doctoral fellow) are considered academic personnel. Individuals with faculty rank who serve as academic administrators (e.g., provost, associate provost, assistant provost, dean) are considered academic personnel with respect to the

application of classification and compensation regulations, policies and guidance. Positions in this category are not covered under the State Employee Grievance Procedure Act.

Agency Head - the person who has authority and responsibility for an agency. This is the position of president at CCU.

Class - a group of positions sufficiently similar in the duties performed; degree of supervision exercised or received; minimum requirements of education or experience; and the knowledge, skills, and abilities required that the Division of State Human Resources applies the same State class title and the same State salary range to each position in the group.

Class/Unclassified State Title Code - the alphanumeric identification assigned to a particular class or unclassified State title.

Classified Position – an FTE position that has been assigned to a class.

Classification Plan – the classification plan as authorized by § 8-11-230 which includes the non-Higher Education classification plan and the Higher Education classification plan authorized by the Higher Education Efficiency and Administrative Policies Act of 2011.

Classified Service – Period of time an employee occupies an FTE position. Subject to the position classification plan as specified in DSHR regulation 19-705.

Class Series - a group of classes which are sufficiently similar in kind of work performed to warrant similar class titles, but sufficiently different in level of responsibilities to warrant different pay bands.

Classification Specification – the official description approved by the Division of State Human Resources providing examples of the kind of work and level of responsibility normally assigned to positions that may be allocated to the class.

Class Title - the name assigned to a class by the Division of State Human Resources.

Classified State Title Date – the date an employee enters their current class State title.

Faculty - All FTE employees who hold a tenure-track or non-tenure track title as defined in Section 6 of the University's Faculty Manual.

Full-time Equivalent or FTE - a numerical value expressing a percentage of time in hours and of funds related to a particular position authorized by the General Assembly. FTE positions are not research grant, temporary grant, time-limited, temporary, student or intermittent positions.

Division of State Human Resources (DSHR) - the central State human resources entity under the Department of Administration.

Pay Band – for classified positions, the dollar amount between the minimum and maximum rates of pay to which a class is assigned by DSHR.

Position - those duties and responsibilities constituting a single job.

Reclassification – for classified positions, the assignment of a position in one class to another class which is the result of a natural or an organizational change in duties or responsibilities of the position.

State Salary Range – the dollar amount between the minimum and maximum rates of pay as established by DSHR.

Unclassified Academic Staff – University personnel in FTE positions who are not appointed as faculty but are engaged in academic functions. Unclassified state class titles include, but are not limited to, Academic Program Manager, Academic Program Director. Unclassified academic staff are considered unclassified other (non-teachers) with respect to the application of classification and compensation regulations, policies and guidance, unless the expressly covered under the Faculty Manual.

Unclassified Administrators – University personnel in FTE positions who are assigned unclassified, non-academic State Titles, including but not limited to, vice president, associate vice president, assistant vice president, administrator, director. Unclassified Administrators are considered unclassified other (non-teachers) with respect to the application of classification and compensation regulations, policies and guidance.

Unclassified Athletics Coaches and Unclassified Employees in the Athletics Department – As defined in § 59-107-10 of the South Carolina Code of Laws, these FTE positions are not governed by State human resource regulation 19-706 which addresses the establishment of unclassified positions.

Unclassified Other (Non-Teachers) – Personnel employed in unclassified FTE positions at the University which are not categorized as unclassified academic personnel, agency head, athletic personnel (in the athletics department), agency head, academic staff or teachers.

Unclassified Position – an FTE position that has been assigned to an unclassified State title.

Unclassified Service – Period of time an employee occupies an FTE position. Governed by governed by DSHR regulation 19-706.

Unclassified State Title - the name assigned to an unclassified position or to a group of similar positions by the Division of State Human Resources.

## **POLICY**

### **I. CLASSIFIED FTE CLASSIFICATION PLAN PROVISIONS**

- A. For classified positions, the Division of State Human Resources (DSHR) is responsible for establishing and maintaining a uniform Classification Plan that consists of:
  - 1. all approved classes of positions;
  - 2. the allocation of each position to its proper class;
  - 3. the class specifications for all approved classes of positions; and
  - 4. policies governing the administration of the Classification Plan.
- B. A class will be established for each broad category of work and its level of difficulty and responsibility.
- C. For classified positions, each class will be defined by a class specification and will be assigned to an appropriate pay band and alphanumeric class code.
- D. Coastal Carolina University's Office of Human Resources (HR) will be responsible for assigning classifications based on the class specifications and University needs.
- E. HR will represent Coastal Carolina University in all official actions with the DSHR. All actions, inquiries, exceptions and appeals concerning the Classification Plan must be directed to HR.
- F. FTE positions may not be allocated to a class that has not been approved as part of the Classification Plan.
- G. No action can be taken by any University department or administrative unit to fill, alter or to effect other personnel changes for an FTE position until it has been classified and authorized for use by HR. This includes the classification of new positions. Funding approvals are also required prior to taking any position action.
- H. HR has delegated authority for the administration of the Classification Plan. All University classified FTE classification actions are subject to audit by the DSHR.
- I. Periodic studies of classes of positions will be conducted to ensure that the Classification Plan is current and uniform. FTE positions are not research grant, temporary grant, time-limited, temporary, student or intermittent positions.
- J. Descriptions and supporting documentation must be submitted in order to maintain the Classification Plan. An audit of any position may be required.
- K. Reclassification of Positions

1. An existing, classified FTE position may be reclassified from one class to a different class as a result of a natural progression or an organizational change in the duties and responsibilities of the position.
2. When reclassifying an existing classified FTE position, the assignment of new duties or responsibilities should not have the effect of creating a new position.
3. HR will evaluate all reclassifications.

L. Refer to III. of this policy for information on movement to/from a classified position to an unclassified position.

## II. UNCLASSIFIED STATE TITLE PROVISIONS

- A. For unclassified positions, each unclassified State title will be assigned alphanumeric class code. HR will be the area responsible for maintaining the University's listing of approved unclassified State titles and associated alphanumeric codes. In the case of academic personnel and unclassified academic staff, unclassified titles must be aligned with the Faculty Manual.
- B. FTE positions may not be allocated to an unclassified State title that has not been approved by DSHR and HR.
- C. For non-academic unclassified positions, HR will be responsible for assigning unclassified State titles based on the job duties assigned and University needs. The assignment of unclassified State titles for academic personnel will be made by the Office of the Provost, in accordance with the Faculty Manual. For academic personnel, HR will serve in a consultative role.
- D. HR will represent CCU in all official actions with the DSHR. All actions, inquiries, exceptions and appeals concerning the classification actions should be directed to HR. HR will consult with the Office of the Provost, as appropriate.
- E. No action can be taken by any University academic department or administrative unit to fill, alter or to effect other personnel changes for an FTE position until it has been classified and authorized for use by HR. This includes the unclassified State title of new positions. Funding approvals are also required prior to taking any position action.
- F. HR has delegated authority for the administration of the unclassified actions.
- G. Descriptions and supporting documentation should be available in order to maintain the listing of unclassified State titles.
- H. Unclassified State Title Changes

As specified in 19-704.07, unclassified State title change is defined as the assignment of a position in one unclassified State title to another unclassified State title which is the result of a natural or an organizational change in duties or responsibilities of the position. Refer to the regulation for other administrative details.

An unclassified State title change can occur:

1. Upward – The position moves from one unclassified State title to another unclassified State title with higher level job duties or responsibilities as defined by CCU.
  2. Downward – The position moves from one unclassified State title to another unclassified State title with lower level job duties or responsibilities as defined by CCU.
  3. Lateral – The position moves from one unclassified State title to another unclassified State title having the same or an equivalent level of job duties or responsibilities as defined by CCU.
- I. Refer to III. of this policy for information on movement to/from an unclassified position to a classified position.
- J. For information on Employees Holding Both Administrative and Faculty Titles, refer to IV. of this policy.

### III. MOVEMENT BETWEEN CLASSIFIED SERVICE AND UNCLASSIFIED SERVICE

#### A. Classified Service to Unclassified Service

##### 1. Movement of the Employee

When an employee moves from a classified position to an unclassified position without a State salary range, the CCU shall determine whether the new position has a higher, lower, or equivalent level of job duties or responsibilities than the former position. Based on that determination, the movement will be a promotion, demotion, reassignment, or transfer, and the employee's status will be governed by Regulations 19-704.03 through 19-704.05.

##### 2. Movement of the Position

When the position an employee occupies moves from classified service to become an unclassified position without a State salary range, CCU shall determine whether the new position has a higher, lower, or equivalent level of job duties or responsibilities than the former position. Based on that determination, the employee's status will be governed by DSHR Regulation 19-704.07 concerning the movement of unclassified positions.

#### C. Unclassified Service to Classified Service

1. Movement of the Employee  
When an employee moves from an unclassified position without a State salary range to a classified position, CCU shall determine whether the new position has a higher, lower, or equivalent level of job duties or responsibilities than the former position. Based on that determination, the movement will be a promotion, demotion, reassignment, or transfer, and the employee's status will be governed by DSHR Regulations 19-704.03 through 19-704.05.
2. Movement of the Position  
When the position an employee occupies changes from an unclassified position without a State salary range to become a classified position, CCU shall determine whether the new position has a higher, lower, or equivalent level of job duties or responsibilities than the former position. Based on that determination, the employee's status will be governed by DSHR Regulation 19-704.06 concerning the reclassification of positions.

#### IV. EMPLOYEES HOLDING BOTH ACADEMIC AND FACULTY TITLES

- A. When an individual originally appointed to a faculty position is assigned administrative duties or appointed to an administrative position, the faculty appointment determines the primary job title, and the administrative appointment is the secondary job title. If the individual is pre-tenure, refer to the Faculty Manual regarding the handling of the tenure period and scheduled post-tenure review.
- B. In the event an individual in an FTE receives faculty rank during their course of employment, from that effective date, the faculty appointment will become the primary job title, and any administrative position will become the secondary job title. If the individual is pre-tenure, refer to the Faculty Manual regarding the handling of the tenure period and scheduled post-tenure review.
- C. When an individual is recruited to an administrative position, the faculty title is concurrently awarded, in accordance with their level of education, experience, and accomplishments. In that case, the faculty title must be referenced in the Faculty Manual, and the individual must meet the eligibility criteria for the title as outlined. All terms of employment should be stated in the offer letter, including a clear delineation of the nine-months base salary for the individual, based on their academic rank.
- D. The University reserves the right to remove administrative titles and associated compensation as allowable based on DSHR regulation and the presenting circumstances.

V. RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

A. State Human Resources Regulations 19-704

B. Faculty Manual

C. FAST-244 Base Pay Provisions for Classified and Unclassified Full-Time Equivalent (FTE) Positions