CLEMSON UNIVERSITY STAFF SENATE
March 14, 2017, 10:30 AM, Madren Conference Center

A g e n d a

1. Approval of Minutes:

2. Open Commentary:

3. Special Order of the Day

4. President’s Reports
   A. Other:
      1. Human Resources
         • Lisa Gagnon, Employee Types Document
         • Ashley Strickland, Staff Supervisory Training
         • 2016-17 Building & Grounds II Training Graduation

5. Treasurer’s Report, Leslie Doss. FY17 funds as of March 13th were (a) Vending: $8,394.09; (b) Staff Senate operating: $2,142.49; (c) Staff Senate travel: $377.94; (d) SDP: $6,951.39; (e) Fund 12 PSA/Extension Outreach: $3,248.66.

6. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet.
      2. Communications, Bindu Rangaraju.
         • Officer Elections – Last call for nominations for the offices of Vice President (President-Elect), Secretary, and Treasurer for 2017-2018. The term is for one year. Officers are installed at the Annual Banquet in April.
            ➢ Each candidate may address the Senate. Voting will be conducted after the meeting in an online ballot. Elections will close at noon on March 21, 2017. The Executive Committee and Candidates will be notified of the results after they have been confirmed by the Membership Committee.
         • Senator Elections – Elections are currently ongoing. Budget centers requiring elections for the 2017-2020 term are: Provost, CoECAS, CCIT, Student Affairs, and Financial Affairs.

4. Policy & Welfare, Terri Vaughan. P&W met on Tuesday, February 21. Issues discussed were 1) what constituents are saying about FLSA/Kronos, 2) aligning Staff Senate with 2020Forward initiatives, 3) organizing senator-led forums within individual departments as a way to inform constituents that they have Senate representation, 4) general morale of constituents, 5) LGBTQ Task Force’s desire to align verbiage in the Clemson University non-discrimination and anti-harassment policies with the verbiage that is used the Diversity and Inclusion Awareness Course, and the number of non-gender restrooms on campus, how many are in academic buildings versus how many are in residence halls and whether Clemson University’s master plan will include non-gender restrooms in each new building that is built. Also discussed was the possibility of converting existing restrooms to non-gender restrooms. On another note, the Employee Types Guidance document is now available at
http://media.clemson.edu/humanres/benefits/position_categories_guidance.pdf and is a very useful document for employees understanding exactly what their employee type is and what it entails.

5. Scholarship, Dan Hofmann.

- **Staff Senate Spring Soiree** – Purchase your tickets [HERE](#) for the Spring Soirée. Our annual fundraising event will be a success if all senators will commit to purchasing or selling a minimum of 5 tickets and secure 1 sponsorship or silent auction donation. Enter individual or organization information [HERE](#) to avoid multiple contacts and duplication. Please feel free to forward this email to friends and family for ticket purchase. You may also purchase tickets by contacting Karon Donald, karond@clemson.edu, in the Staff Senate Office, 801 University Union. Also be sure to Like, Share and Invite on Facebook, [https://www.facebook.com/clemsonuniversitystaffsenatescholarship/?hc_ref=SEARCH](https://www.facebook.com/clemsonuniversitystaffsenatescholarship/?hc_ref=SEARCH)

**Staff Senate Spring Soirée**

**When:** Friday, May 5, 2016

**Where:** The Fran Hanson Discovery Center, formerly the Wren House, in the South Carolina Botanical Garden. The SC Botanical Garden is located in Clemson, SC, on the east side of the Clemson University campus. The main entrance is located off Perimeter Road between Highway 76 and Cherry Road.

**Schedule of Events:**

- 5:30 p.m. – Gates Open
- 6:00 p.m. – Dinner served (included in the price of your ticket) and enjoy entertainment by DJ Jazzy Jeff or bid in our silent auction
- 6:30 p.m. – Enjoy live music by the Adam Carter Band

B. **University Committees**

7. **Unfinished Business**

8. **New Business**

9. **Announcements**
   - A. Parking Update, Dan Hofmann.
   - B. Staff Development Program – The SDP Application period is now officially open! Original applications are due to 801 University Union no later than 4:30 p.m. on Tuesday, April 4, 2017. For an application, eligibility, program guidelines, and more, please visit [HERE](#). Information sessions have been scheduled for those who would like to learn more about the SDP and the application process:
     
     - March 15, 9:30-10:30 a.m., Room 118, Academic Success Center
     - March 21, 3:00- 4:00 p.m., Room 118, Academic Success Center

10. **Adjournment**

**Next Meeting:** Tuesday, April 11, 2017, 10:30 a.m., Madren Conference Center, Seminar Room I
CLEMSON UNIVERSITY STAFF SENATE
March 14, 2017, 10:30 AM, Madren Conference Center

Minutes

Members Present: Phillip Addington, Mac Bevill, Laura Clay, Leigh Dodson, Leslie Doss, JoAnna Floyd, Shelly Geer, Debra Goss, Dan Hofmann, Jeff Kallin, Jan Lay, Rusty McDonald, Amanda Menefee, Aubrey Miller, Rhonda Powell, Cody Price, Janeen Putman, Bindu Rangaraju, Lavonne Sloop, Erin Thomas, Rebecca Trutwin, Terri Vaughan, Michelle Voyles, Tom Warnock, Tina White, Janay Whitesel, Sue Whorton, Savannah Wigington, and Deveraux Williams

Members Absent: Roberta Balliet, Billy Edwards, Jeff Holliday, Adam Hunter, Beverly Lavier, Meg Newton, Herb Parham, Sarah Reeves, Janine Sutter, Tom Taylor, Joey Thames, and Holly Williams

Guests: Toni Crocker, Jennifer Elliott, Lisa Gagnon, Laurie Haughey, Jim Kerr, Ashley Strickland, Jackie Todd, and Tom Ward

1. Approval of Minutes: Tom Warnock moved to approve the minutes from the February 14, 2017 Staff Senate Meeting as written. Tina White seconded the motion and the vote was unanimous. The minutes were approved.

2. President’s Reports
   A. Other:
      1. Human Resources
         • Lisa Gagnon, Employee Types Document. HR Benefits Specialist Lisa Gagnon explained the purpose of the Employee Type Document created by Human Resources, including where to access this resource. This is a newly released document that helps to explain the differences between the various position classes as Clemson University, primarily the differences between Time-Limited Positions and Full-Time FTE employees when it comes to differences in allowed employee benefits (Attachment).
         • Ashley Strickland, Staff Supervisory Training. Ashley shared the Staff Supervisor Training document hosted by Human Resources on their webpage. Staff Senate expressed their gratitude over the creation and implementation of this document, as it has been requested consistently in the past. This resource helps to detail and clarify the varying aspects involved with training toward a supervisory position in your same and/or new department (Attachment).

3. Treasurer’s Report, Leslie Doss. FY17 funds as of February 27th were (a) Vending: $8,897.64; (b) Staff Senate operating: $2,412.07; (c) Staff Senate travel: $377.94; (d) SDP: $7,453.67; (e) Fund 12 PSA/Extension Outreach: $3,248.66.

4. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet. The evening outing at Your Pie of Clemson, followed by group painting at Wine & Design, is scheduled for March 30. Please try and come out to join the group for fun and fellowship if you can – this activity has been a great success in the past. Activities also met to discuss the cycle of new members on the committee, old members staying with the committee, and community outreach efforts that they would like to pursue in the future, such as the summer backpack program for school children who have a stronger need during the summertime when schools cannot provide the same amount of resources and oversight.
2. Communications, Bindu Rangaraju. Bindu expressed interest in taking items for the March Staff Senate Newsletter. Laurie Haughey confirmed that she would be submitting an item on the 2016-17 Building & Grounds II Training Graduation to the committee for the Newsletter.

3. Membership, Shelly Geer & Bindu Rangaraju. Shelly made the last call for senate seat nominees, as the day of the Senate meeting was the final cutoff deadline. Jan Lay suggested clearer communication regarding the officer nominee eligibility criteria, particularly regarding the Treasurer position and its requirement for nominees to have full financial CUBs access in the event that Karon is out of the office and cannot complete a financial transaction.

- **Call for Officer Nominations** – Membership is accepting nominations for the offices of Vice President (President-Elect), Secretary, and Treasurer for 2017-2018. The term is for one year. Officers are installed at the Annual Banquet in April. Nomination forms must be completed and returned today before the start of the regularly scheduled March 14 Staff Senate meeting. Each candidate will have the opportunity to address the Senate at this month’s March meeting. Voting will be conducted after the meeting in an online ballot. Elections will close at noon on March 21, 2017. The Executive Committee and Candidates will be notified of the results after they have been confirmed by the Membership Committee.

- **Senator Elections** – Elections are currently ongoing. Budget centers requiring elections for the 2017-2020 term are: Provost, CoECS, CCIT, Student Affairs, and Financial Affairs.

4. Policy & Welfare, Terri Vaughan. P&W met on Tuesday, February 21. Issues discussed included: What constituents are saying about FLSA/Kronos, Aligning Staff Senate with 2020Forward initiatives, Organizing senator-led forums within individual departments as a way to inform constituents that they have Senate representation, General morale of constituents, LGBTQ Task Force’s desire to align verbiage in the Clemson University non-discrimination and anti-harassment policies with the verbiage that is used the Diversity and Inclusion Awareness Course, and the number of non-gender restrooms on campus, how many are in academic buildings versus how many are in residence halls and whether Clemson University’s master plan will include non-gender restrooms in each new building that is built. Also discussed was the possibility of converting existing restrooms to non-gender restrooms. On another note, the Employee Types Guidance document is now available at [http://media.clemson.edu/humanres/benefits/position_categories_guidance.pdf](http://media.clemson.edu/humanres/benefits/position_categories_guidance.pdf) and is a very useful document for employees understanding exactly what their employee type is and what it entails.

5. Scholarship, Dan Hofmann. One suggestion for the online marketing of the Spring Soirée was a scroll on the Staff Senate webpage with sponsor information, such as logos, as sponsorships come in. The only question raised was regarding the legality of displaying this information and content on our webpage as an official Clemson University webpage.

- **Staff Senate Spring Soiree** – Purchase your tickets [HERE](#) for the Spring Soirée. Our annual fundraising event will be a smashing success if all senators will commit to purchasing or selling a minimum of 5 tickets. Please feel free to forward this email to friends and family for ticket purchase. You may also purchase tickets offline by contacting Karon Donald, karond@clemson.edu, in the Staff Senate Office, 801 University Union. Also be sure to Like, Share and Invite on Facebook, [https://www.facebook.com/clemsonuniversitystaffsenatescholarship/?hc_ref=SEARCH](https://www.facebook.com/clemsonuniversitystaffsenatescholarship/?hc_ref=SEARCH)

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east side of the Clemson University campus. The main entrance is located off Perimeter Road between Highway 76 and Cherry Road.

**Schedule of Events:**

5:30 p.m. – Gates Open

6:00 p.m. – Dinner served (included in the price of your ticket) and enjoy entertainment by DJ Jazzy Jeff or bid in our silent auction

6:30 p.m. – Enjoy live music by the Adam Carter Band

B. **University Committees:** None.

5. **Unfinished Business:** None.

6. **New Business:** None.

7. **Announcements**

   A. **Parking Update, Dan Hofmann.** Dan went over proposed plans for FY18 concerning specific parking fee increased in order to offset cost increases elsewhere (i.e. avoiding permit increases) – Dan read from a proposed PowerPoint presentation (of which is not yet publicly available as this update is in the drafting phase).

   B. **Staff Development Program –** The SDP Application period is now officially open! Original applications are due to 801 University Union no later than 4:30 p.m. on Tuesday, April 4, 2017. Three information sessions have been scheduled for those who would like to learn more about the SDP and the application process:

      - March 15, 9:30-10:30 a.m.
      - March 21, 3:00-4:00 p.m.

   All sessions will be held in Room 118 of the Academic Success Center. For further information regarding eligibility, program guidelines, and more, please visit [HERE](#).

8. **Adjournment:** There being no further business to discuss, the meeting adjourned.

**Next Meeting:** Tuesday, April 11, 2017, 10:30 a.m., Madren Conference Center, Seminar Room I.
Position Categories
Guidance for Faculty and Staff

March 1, 2017
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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: A non-FTE position funded by an approved grant for the duration of the grant.

Intermittent: 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: A position that will not exceed twelve (12) months in duration and is used to offset increased work demands or a special project.
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>Definitions</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 <a href="#">HERE</a>.</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 temporary 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 <a href="#">HERE</a>.</td>
</tr>
<tr>
<td><strong>Bonus Annual Leave Accruals</strong></td>
<td>An increase of 1 ¼ 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 <a href="#">HERE</a>. An additional 12 workdays of accrued annual leave per year after 19 years of Clemson University service for eligible faculty members.</td>
</tr>
</tbody>
</table>
| **Break in Service** | 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 full-time or part-time 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](#).

**Grievance**
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.

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\(^2\) Earned state service does not apply to state retirement benefits; see State Retirement Earned Service.
### Incentive Bonus
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 [ HERE ](#).

### Leave Transfer Program (Leave Pool)
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 [ HERE ](#).

### Non-State Insurance Programs
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 [ HERE ](#), while additional information on MetLife insurance can be found [ HERE ](#).

### Optional Holiday
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.

### Other Leave Programs
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 [ HERE ](#).

### Paid Holiday
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.

### Performance Bonus
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 annual leave can be found by conducting an online search [ HERE ](#).

### Performance Increase
A compensation action used to recognize and reward an individual who has demonstrated high-level performance and significant contribution to the University. For more information, refer to the Compensation Guidelines.

### PerksCard
A voluntary discount program to which employees can subscribe. More information about the PerksCard program can be found [ HERE ](#).
| **Reduction in Force** | 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. |
|-----------------------|--|---|
| **Sick Leave** | 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 [HERE](#). |
| **Standard (Work) Hours** | Designated work hours per week for an employment position. |
| **State Health Insurance Package** | 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 [HERE](#). |
| **State Retiree Insurance Package** | South Carolina Public Employee Benefit Authority (PEBA) sponsored health insurance programs for eligible state of S.C. retirees that consists of medical, dental, and vision coverage. This package is funded by the retiree and/or PEBA. More information on these programs can be found [HERE](#). |
| **State Retirement Earned Service** | 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. |
| **State Retirement Plans** | 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 [HERE](#). |
| **Supplemental Retirement Programs** | 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 [HERE](#). |
| **TicketsatWork Discount Program** | 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 [HERE](#). |
| **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. |

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**Office of Human Resources - Position Categories Guidance for Faculty and Staff**
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 Office of Human Resources (OHR’s) website.

Matrix Assumptions: This matrix assumes the faculty or staff member is full-time. Faculty and staff members in part-time positions 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></th>
<th>Staff FTE</th>
<th>Staff TMP &amp; INT</th>
<th>Faculty FTE</th>
<th>Faculty TLP &amp; TGP</th>
<th>Faculty TMP &amp; INT</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Health Insurance Package</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
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<tr>
<td>State Retiree Insurance Package</td>
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<td>Supplemenral Retirement Programs</td>
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<tr>
<td>Annual Leave Payout</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>×</td>
<td>×</td>
<td>×</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>√</td>
<td>√</td>
<td>TLP: √</td>
<td>TGP: ×</td>
<td>×</td>
</tr>
<tr>
<td>Family Sick Leave</td>
<td>√</td>
<td>√</td>
<td>TLP: √</td>
<td>TGP: ×</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>
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<td>Faculty: Full Time Equivalent (FTE)</td>
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**Definitions**
STAFF

Full-Time Equivalent Positions (FTE)

Benefits
Compensation
Performance Management, Discipline and Grievance
Office of Human Resources - Position Categories Guidance for Faculty and Staff

STAFF - 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 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 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 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.

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 he/she leaves employment, and 3) his/her last five years of employment immediately preceding state

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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](#).
Office of Human Resources - Position Categories Guidance for Faculty and Staff

(Peba) retirement were served consecutively in a full-time position (FTE, temporary time-limited or temporary grant).  

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.  

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.  

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.

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.

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

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5 Refer to the S.C. Public Employee Benefit Authority Insurance Benefits Guide for more information on eligibility.
6 Refer to the State Retirement Plan Comparison.
7 Refer to the Supplemental Retirement Programs Plan Options.
8 Refer to the Summary of Leave Benefits.
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 may take up to six credit hours per academic term at no cost or reduced cost subject to the available course offerings. Beginning fall 2017, eligibility criteria for the program will be expanded to include additional conditions. 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.
Office of Human Resources - Position Categories Guidance for Faculty and Staff

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 and 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 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): 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.

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 HERE.
Office of Human Resources - Position Categories Guidance for Faculty and Staff

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 position (FTE, temporary time-limited or temporary grant).  

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.  

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.

Annual Leave

<table>
<thead>
<tr>
<th>9-month (Faculty)</th>
<th>12-month (Faculty)</th>
</tr>
</thead>
</table>
| • Not eligible for annual leave benefits. | • 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.  

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, 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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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](#).
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

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</td>
</tr>
</tbody>
</table>

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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](#).
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 may take up to six credit hours per academic term at no cost or reduced cost subject to the available course offerings. Beginning fall 2017, eligibility criteria for the program will be expanded to include additional conditions.33

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.

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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.
33 Refer to the Employee Tuition Assistance Program Overview.
Office of Human Resources - Position Categories Guidance for Faculty and Staff

PerksCard
All faculty members are eligible to participate in the PerksCard program.34

TicketsatWork
All faculty members are eligible to participate in the TicketsatWork program.35

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.

Compensation36
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.

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.

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34 Refer to the PerksCard website.
35 Refer to the State TicketsAtWork website.
36 Refer to the Compensation Guidelines.
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).

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.

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.

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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 full-time position (FTE, temporary time-limited, or temporary grant).39

**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.40

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.41

**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.42

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 are not eligible for a payout of unused annual leave accruals at the time of their separation from employment or movement to an FTE 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 are not eligible to include any 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.

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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.
Office of Human Resources - Position Categories Guidance for Faculty and Staff

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 are not eligible to receive service credit for unused sick leave 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 not 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 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 and 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.\(^{45,46}\)

\(^{43}\) Refer to the Summary of Leave Benefits.
\(^{44}\) Refer to the Summary of Leave Benefits.
\(^{45}\) Refer to the Holiday Schedule.
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.45,46

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.47

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.48

Employee Tuition Assistance Program
TLP and TGP staff members with 30 or more standard hours per week may take up to six credit hours per academic term at no cost or reduced cost subject to the available course offerings. Beginning fall 2017, eligibility criteria for the program will be expanded to include additional conditions.49

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.50

TicketsatWork
All TLP and TGP staff members are eligible to participate in the TicketsatWork program.51

Earned Service
State Retirement Earned Service
Paid TLP and TGP staff members 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

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45 Refer to the [Office of Human Resources Holidays Policy](#).
46 Refer to the [FMLA Employee Packet](#).
47 Refer to the [Employee Assistance Program website](#).
48 Refer to the [Employee Assistance Program Overview](#).
49 Refer to the [Employee Tuition Assistance Program Overview](#).
50 Refer to the [PerksCard website](#).
51 Refer to the [State TicketsAtWork website](#).
Office of Human Resources - Position Categories Guidance for Faculty and Staff

System (SCRS) Plan or Police Officers Retirement System (PORS) Plan accrue state retirement earned service. This 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**

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.

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**
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.

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52 Refer to the [Compensation Guidelines](#).
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 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 is 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 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 position (FTE, temporary time-limited, or

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53 Refer to the S.C. Public Employee Benefit Authority Insurance Benefits Guide for more information on eligibility.
54 Refer to Aflac coverage information HERE and MetLife coverage information HERE.
temporary grant position).\textsuperscript{55} 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.\textsuperscript{56}

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.\textsuperscript{57}

**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.\textsuperscript{58} 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 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.\textsuperscript{59}

\textsuperscript{55} Refer to the [S.C. Public Employee Benefit Authority Insurance Benefits Guide](#) for more information on eligibility.
\textsuperscript{56} Refer to the [State Retirement Plan Comparison](#).
\textsuperscript{57} Refer to the [Supplemental Retirement Programs Plan Options](#).
\textsuperscript{58} Refer to the [Holiday Schedule](#).
\textsuperscript{59} Refer to the [FMLA Employee Packet](#).
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.60

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.61

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

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 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.

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60 Refer to the Employee Assistance Program website.
61 Refer to the PerksCard website.
62 Refer to the State TicketsAtWork website.
Office of Human Resources - Position Categories Guidance for Faculty and Staff

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, 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.

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63 Refer to the Compensation Guidelines.
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 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). 64

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. 65

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.

64 Refer to the S.C. Public Employee Benefit Authority Insurance Benefits Guide for more information on eligibility.
65 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 full-time position (FTE, temporary time-limited, or temporary grant).  

**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.

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.

**Annual Leave**

<table>
<thead>
<tr>
<th>9-month (Faculty)</th>
<th>12-month (Faculty)</th>
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| • Not eligible for annual leave benefits. | • 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.  
• 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. |

**Annual Leave Payout**
Faculty members in temporary time-limited positions who receive annual leave benefits are not eligible for a payout of unused annual leave accruals at the time of their separation from employment or movement to an FTE position.

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66 Refer to the S.C. Public Employee Benefit Authority Insurance Benefits Guide for more information on eligibility.  
67 Refer to the State Retirement Plan Comparison.  
68 Refer to the Supplemental Retirement Programs Plan Options.  
69 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 and are retiring under the South Carolina Retirement System (SCRS) Plan are not eligible to include any 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.  

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 and are retiring under the South Carolina Retirement System (SCRS) Plan are not eligible to receive service credit for 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>

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70 Refer to the [Summary of Leave Benefits](#).
71 Refer to the [Summary of Leave Benefits](#).
Grant Personal Leave Payout
Faculty members in temporary grant positions are not 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 and 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 HERE, 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 Public Service and Agricultural (PSA) division are permitted to observe holidays with pay as these are communicated by the vice president of PSA.</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 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>

Family Medical Leave Act (FMLA)
Faculty members in temporary time-limited and temporary grant 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

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72 Refer to the Holiday Schedule.
73 Refer to the Office of Human Resources Holidays Policy.
Office of Human Resources - Position Categories Guidance for Faculty and Staff

preceding 12-month work year. Employees should contact OHR for additional information on this program.74

Other Leave Programs
Faculty members in temporary time-limited and temporary grant 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, organ donor 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 grant positions are eligible to participate in the Employee Assistance Program, which is administered by Deer Oaks EAP, an outside vendor.75

Employee Tuition Assistance Program
Faculty members in temporary time-limited and temporary grant positions with 30 or more standard hours per week may take up to six credit hours per academic term at no cost or reduced cost subject to the available course offerings. Beginning fall 2017, eligibility criteria for the program will be expanded to include additional conditions.76

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.77

TicketsatWork
Faculty members in temporary time-limited and temporary grant positions are eligible to participate in the TicketsatWork program.78

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 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.

74 Refer to the FMLA Employee Packet.
75 Refer to the Employee Assistance Program website.
76 Refer to the Employee Tuition Assistance Program Overview.
77 Refer to the PerksCard website.
78 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 impact 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.

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.

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79 Refer to the Compensation Guidelines.
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).

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.

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 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 position (FTE, temporary time-limited, or

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80 Refer to the S.C. Public Employee Benefit Authority Insurance Benefits Guide for more information on eligibility.
81 Refer to Aflac coverage information HERE and MetLife coverage information HERE.
Office of Human Resources - Position Categories Guidance for Faculty and Staff

temporary grant). 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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<tr>
<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>
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</table>

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

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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 the State Retirement Plan Comparison.
84 Refer to the Supplemental Retirement Programs Plan Options.
85 Refer to the Holiday Schedule.
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
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.

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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.

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

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State Retirement Earned Service
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Earned State Service
Faculty members in temporary and intermittent positions do not accrue earned state service.

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86 Refer to the FMLA Employee Packet.
87 Refer to the Employee Assistance Program website.
88 Refer to the PerksCard website.
89 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 impact 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.

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

90 Refer to the Compensation Guidelines.
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 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.
The Office of Human Resources is hosting a seven-week webinar series that explores supervisory operational functions as they relate specifically to human resources. Your journey to greater supervisory effectiveness starts with a deep dive into the standards, responsibilities and expectations of supervisors at Clemson University!

Learn more: clemson.edu/employment/worklife/supervisor-webinar-series

REGISTER NOW! LIMITED ENROLLMENT!
WEBINAR SERIES
INFORMATION

FUNDAMENTAL I: INTRODUCTION TO SUPERVISION
Chief Human Resources Officer, Michelle Piekutowski, and attorney, Chris Johnson, lead a discussion of the many roles and responsibilities of supervisors, including the expectations and challenges of effective management, the important role supervisors perform, and laws that need to be at the forefront of any supervisor’s decision making.

Date: Wednesday, March 22, 2017
Facilitator: Michelle Piekutowski, CHRO, OHR and Chris Johnson, J.D., Gignilliat, Savitz & Bettis, LLP
Click HERE to register

FUNDAMENTAL II: HIRING
Supervisors gain an overview of the hiring process and the specific role they perform that facilitates the goal of meeting hiring objectives.

Date: Wednesday, March 29, 2017
Facilitators: Josh Brown, Talent Acquisition Manager, OHR, and Pablo Unda, International Employment Manager, OHR
Click HERE to register

FUNDAMENTAL III: ONBOARDING AND OFFBOARDING
This webinar takes a two-part approach to examine the processes involved in effectively welcoming new employees and properly separating employees from the University. Supervisors will benefit from an outline of the critical role they play in both processes, and the related policies and procedures that support each employee transition.

Date: Wednesday, April 5, 2017
Facilitator: Vivian Morris, Director of Retention and Engagement, OHR
Click HERE to register

FUNDAMENTAL IV: PAYROLL
Supervisors will gain an appreciation of their role in employee timekeeping and the processes and procedures that ensure the University’s effective compliance of federal laws associated with timekeeping.

Date: Wednesday, April 12, 2017
Facilitator: Ami Hood, Payroll Director, Payroll
Click HERE to register
WEBINAR SERIES
INFORMATION

FUNDAMENTAL V: BENEFITS
Supervisors will gain from an overview of the full array of the University’s employment benefits, applicable laws, and the University’s leave program. Administrative procedures and the defined roles of departments and members of the Office of Human Resources will be discussed.

Date: Wednesday, April 19, 2017
Facilitator: Lisa Gagnon, Benefits Manager, OHR
Click HERE to register

FUNDAMENTAL VI: CLASSIFICATION AND COMPENSATION
Supervisor will gain an appreciation of their role in Clemson’s classification and compensation process for their employees along with a basic understanding of these key elements:

• The job evaluation and classification process • Compensation guidelines and salary administration • The Fair Labor Standards Act (FLSA) • Related policies and procedures

Date: Wednesday, April 26, 2017
Facilitator: Jamie Byrne, Interim Classification and Compensation Manager, OHR
Click HERE to register

FUNDAMENTAL VII: EMPLOYEE RELATIONS
Supervisors will benefit from this overview of Clemson’s performance management process as well as the employee relations function that the Office of Human Resources provides. Additionally, this webinar will provide supervisors with information on applicable processes and policies related to misconduct and discipline.

Date: Wednesday, May 3, 2017
Facilitator: Michelle Cato, Senior Manager, Performance and Learning, OHR
Click HERE to register

If you have any problems with Adobe Connect, please refer to CCIT’s Adobe Participant Quick Start Guide found HERE.
YOUR EXPERT PRESENTERS

Michelle Piekutowski
Chief Human Resources Officer

Josh Brown
Talent Acquisition Manager

Jamie Byrne
Interim Classification and Compensation Manager

Michelle Cato
Performance and Learning Manager

Lisa Gagnon
Benefits Manager

Ami Hood
Payroll Director

Chris Johnson, J.D.
Gignilliat, Savitz & Bettis, LLP

Vivian Morris
Director of Retention and Engagement

Pablo Unda
International Employment Manager

Learn more: clemson.edu/employment/worklife/supervisor-webinar-series

REGISTER NOW! LIMITED ENROLLMENT!