

## **Employment**

### **Terms of Employment**

In the absence of special arrangements, employment of the members of the faculty is for a period of nine months. In the event that employment is or subsequently becomes for one semester, either fall or spring, the salary is one-half the nine-month stipend.

All members of the faculty must be available from the fourth calendar day prior to the first day of registration and at least until after commencement. These dates are provided by the Vice Chancellor for Academic Affairs at least four weeks in advance.

### **Summer Sessions**

Regular members of the faculty, i.e., faculty with full-time appointments not made for a specific period of time, who were hired prior to September 1, 1973, may teach in one of two summer sessions for which they receive 15 percent of the salary received during the previous academic year. Faculty hired after September 1, 1973 may be offered the opportunity to teach a maximum of two courses at 7 ½ percent of their base salary for each course, subject to availability. In the case of limited enrollments, faculty members may be offered the opportunity to teach at reduced compensation.

### **Outside Employment**

A member of the university faculty may be permitted to do professional work of an expert character outside the university and to receive pay when the work in question contributes to the professional development of the faculty member. No such outside work is undertaken except on the prior approval of the dean of the school, the Vice Chancellor for Academic Affairs, and the Chancellor. The university reserves the right to declare a conflict of interest at any time. No members of the teaching staff receive compensation for tutoring students in any course for which they are empowered to grant the student credit, or over which they have any authority. This is not to be interpreted as prohibiting tutoring for remuneration in subjects over which the faculty member has no control.

### **Dual Employment**

Employment and compensation by any state agency in excess of an employees's regular salary for temporary, part-time contractual, honoraria, or consultative service is considered dual employment and must be approved in advance by the State Budget and

Control Board. Laboratories, equipment and other facilities of the university generally are not available to university employees for consulting work.

### **Normal Work Schedule**

The work schedules of full-time faculty are necessarily flexible but, as a guide, the normal semester teaching assignment is twelve semester hours or its equivalent. Teaching assignments are, of course, affected by the number of students in the class, the level of the course, research, and other assigned duties.

All absences are incorporated into the dean's semimonthly report to the Comptroller. All sick leave must be reported to The Office of Human Resources (consult the policy on "Sick Leave," in this Manual). The Vice Chancellor for Academic Affairs should be notified by memorandum of any sick leave taken by a faculty member that is in excess of five consecutive days. Deans notify the Vice Chancellor for Academic Affairs if they expect to be absent from the campus. In the event of any absence for unusual amounts of time, either on the part of a dean, divisional chair or faculty member, the Vice Chancellor for Academic Affairs should notify the Chancellor.

### **Affirmative Action Policy Statement**

USCS is committed to the policy and practice of affirmative action and equal employment opportunity. USCS does not discriminate on the basis of race, color, religion, sex, national origin, age, handicap or veteran status in any personnel action including, but not limited to, recruitment, advertising, hiring, training, promotion, transfer, tenure, classification, compensation, leave practices, termination, and employee benefit programs. Further, USCS takes affirmative action to employ and advance in employment protected class members such as minorities, women, handicapped individuals, disabled veterans and veterans of the Vietnam Era.

USCS prohibits the sexual harassment of students, faculty, and staff. It is the responsibility of each dean, department chair, director and supervisor to provide a work and educational environment free from sexual harassment or any other form of sex discrimination.

### **Nepotism Policy**

The employment of any person related by blood or marriage within the fourth degree shall not be permitted if such employment results in an employee supervising such a relative, or having influence over the relative's employment, promotion, salary,

administration, or other related management or personnel matters. In certain emergency situations, an exception may be granted upon specific recommendation of the Vice Chancellor for Academic Affairs, the System Vice President for Personnel and the Budget and Control Board.

## **Policy Changes**

From time to time, changes in the rights, privileges, and benefits accorded to faculty members may be made as conditions warrant. Changes providing additional rights, privileges, and benefits shall apply to faculty members employed prior to the promulgation of such changes.

## **Human Resources**

Responsibility for academic personnel on the Spartanburg campus is delegated to the Vice Chancellor for Academic Affairs with, as appropriate, consultation with the System offices of the Executive Vice President for Academic Affairs and the System Vice President for Human Resources. On the Spartanburg campus, The Office of Human Resources is responsible for maintaining employee records for all university employees, including academic personnel, and for supplying benefit information to all employees. For matters of policy, academic personnel are referred to the Faculty Manual, and the USC System Policies and Procedures Manual, under the sections of Executive Vice President for Academic Affairs and System Vice President for Personnel. For information on employment records or benefits such as retirement or workers' compensation, faculty deal with USCS' Office of Human Resources.

## **Political Activity**

Full-time employment at USCS is a time-consuming responsibility. The university, therefore, does not encourage outside employment for compensation, political or nonpolitical, which does not effectively contribute to professional advancement and correlate with university work.

However, as responsible and interested citizens, faculty and staff members of the university should fulfill their civic responsibilities and should engage in the normal political processes of our society. With the consent of the President and the approval of the Board of Trustees, any faculty or staff member may seek election to hold public office provided such action does not interfere with normal duties. The candidacy must be approved in advance and prior to announcement for public office following the confirmation that there is no conflict of interest between this activity and the responsibility of the individual to the university and the State of South Carolina.

If it is determined that such candidacy and/or election is in basic conflict with

the faculty or staff member's normal duties, the President may ask the employee to obtain a leave of absence without pay or to resign before announcing for the office.

## **Leave**

**Annual Leave.** Permanent members of the faculty on a twelve month appointment who work at least half-time accumulate annual leave at the rate of one and one-quarter calendar days per month of continuous service. After ten years of service, employees earn additional annual leave for each year in excess of ten years service, up to a maximum accrual of 30 days per calendar year. Part-time employees earn annual leave on a pro-rata basis. Annual leave may be accumulated up to 75 days, but no more than 45 days may be carried over from one calendar year to the next. All time taken for vacation, personal business, etc., must be reported and will be deducted from accrued leave.

The maximum annual leave which may be used in a calendar year is 30 days. Upon separation from employment (except retirement), employees are paid for a maximum of 45 days of unused annual leave, less any annual leave which has been used during the current calendar year. Upon retirement, employees are paid up to a maximum of 45 days unused annual leave without regard to any annual leave used during the year. The unused annual leave is transferred when an employee transfers to another South Carolina state agency where the employee is eligible to earn annual leave.

Faculty members who change assignments from a twelve-month basis to any other basis shall use their accumulated annual leave, if possible, prior to beginning the new basis. However, when the change is made for the convenience of the university and the individual does not have the time, as certified by the Chancellor, to take the accumulated leave before beginning the new assignment, all possible leave that may be taken in the time intervening must be taken and compensation for any remaining leave may be paid to the individual.

Faculty members employed on less than a twelve month basis do not accrue annual leave. For further information, see the Annual Leave Policy in the USC System Policies and Procedures Manual.

**Sick Leave.** Permanent faculty who work at least half-time earn sick leave at the rate of one and one-quarter days per month of active employment. Part-time faculty earn sick leave on a pro-rata basis. Sick leave may be accrued up to 195 days, but no more than 180 days may be carried over from one calendar year to the next. Faculty members who, prior to January 1, 1969, accrued and carried over unused sick leave in excess of 180 days shall be allowed to retain the excess sick leave. However, no further sick leave may be earned until the faculty member's sick leave balance has been reduced to less than 180 days, at which time 180 days of sick leave will become the new maximum carry-over for that individual. Sick leave should be deducted in work days or partial days with the understanding that a work week is normally Monday through Friday. A faculty member should report sick leave

even though he or she may not be scheduled to teach a class on that particular day. Faculty members who use sick leave for some foreseeable reason, for example, for elective surgery or maternity, are asked to give two months notice, if at all possible.

Sick leave does not accrue during periods of leave without pay.

To the extent permissible, the date on which sick leave for disability is to begin shall be at the request of the employee, based on the determination and advice of a physician. In no event shall such date be prescribed unilaterally except on the basis of professional opinion that the employee is physically or mentally incapable of performing normal duties or that continuing to perform normal duties would be hazardous to the health of the employee. At the earliest possible time, an employee must submit to the appropriate division chair, program director, or dean and to The Office of Human Resources, a statement from his or her physician indicating the projected inclusive dates of the period of disability.

On termination of services for any reason, except transfer to another state agency, unused sick leave is forfeited. Upon transfer to another state agency, sick leave may be transferred, provided unused annual leave is also transferred. When transferring to another state agency where one is not eligible to earn annual leave, the employee may be paid for annual leave and sick leave may be transferred.

For more detailed information, consult the Sick Leave Policy in the USC System Policies and Procedures Manual.

**Court Leave.** A permanent employee summoned as a member of a jury or subpoenaed as a witness for other than personal litigation, is granted leave with pay. For more detailed information, contact the Director of The Office of Human Resources.

**Military Leave.** Up to fifteen calendar days in any calendar year are granted for summer training, to permanent employees who are members of a reserve component of the Armed Forces or of the National Guard. Such duty or training should be arranged so as to be of least interference with regular duties. Whenever possible, summer training and participation in the summer session of the university should be scheduled in separate terms.

A permanent employee who enters active military service is entitled to leave without pay with reinstatement rights as provided by law, in a comparable position to that held at the time such leave was granted, provided that the employee returns to work within sixty days after release from active service. For more detailed information, contact the Director of The Office of Human Resources.

**Death in Family.** Permanent faculty members are allowed up to three consecutive days of leave with pay for a death in the immediate family. Immediate family is defined in the University Policies and Procedures Manual.

**Holiday Leave.** USCS recognizes the same number of paid holidays as those provided employees of other state agencies. However, the holidays are scheduled according to the academic schedule. The System Human Resource Office publishes a holiday schedule approved by the President each year. For more information contact The Office of Human Resources.

**Leave Without Pay.** Leave of absence without pay may be granted for good cause on the recommendation of the appropriate division chair, assistant dean, program director, and dean, the Vice Chancellor for Academic Affairs, and Chancellor under circumstances wherein the best interests of the university are served. Such leave is granted for a maximum continuous period of one year, unless special permission is granted by the Chancellor and the President for an extension. If a faculty member fails to return after the period for which leave

is granted, the appointment is terminated. The authorization of leave without pay is a matter of administrative discretion and may be considered in the following cases:

- (1) absence due to service in the armed forces;
- (2) extended absence in the interest of USCS, such as advanced academic training, research, or other experience which lead to increased competence and promote the interests of the university as well as the faculty member;
- (3) necessary absences for personal reasons up to a maximum period of 90 days, when such absences extend beyond available annual leave, and when approved by the Chancellor and the President or the President's designee;
- (4) for an extended period of disability due to illness, injury or maternity which exceeds the amount of accrued sick and/or annual leave. The duration of leave without pay and paid sick or annual leave shall not exceed 180 days. In extenuating circumstances, the President or his designee may extend the period of leave up to a total of 365 days. For more detailed information, consult the USC System Policies and Procedures Manual.

Annual leave and sick leave do not occur during periods of leave without pay, but accumulated totals are not forfeited. Before beginning leave, faculty members should consult The Office of Human Resources for information on the continuation of retirement, insurance and other employee benefits during the period of leave.

Leave without pay does not affect tenure; however, a period of time during which a faculty member is on leave without pay is not counted toward the acquisition of tenure.

**Sabbatical Leave.** Sabbatical leaves are intended to allow full-time faculty members relief from normal duties in order to pursue significant projects designed to improve their capabilities as scholars and teachers and hence to increase their future

contribution to the mission of USCS. Sabbatical leaves are designed to permit faculty members to achieve educational goals which could be reached only over an extended period of time if pursued under the demands of regular university duties. Consequently, recipients of sabbatical leave are to be separated from all university duties during the leave.

Requirements. To be considered for sabbatical leave, a faculty member must be a tenured associate professor or professor with six or more years of full-time service and must be eligible to serve for a reasonable period following completion of leave, under no circumstances less than one year. If the faculty member does not choose to return for whatever reason, he or she is liable to USCS for the full amount paid to him or her during the period of sabbatical leave. However, in the event of death or permanent disability due to illness or accident while on sabbatical leave, USCS will not exercise its right of repayment.

Procedures. Faculty members requesting sabbatical leave must demonstrate, by means of a written proposal submitted through the appropriate dean or to the Vice Chancellor for Academic Affairs, how their planned activities serve the purposes for which they are intended. A written report should be submitted to the Vice Chancellor within two months after returning to the institution. A sabbatical leave provides one-half pay for a full academic year, or full pay for one-half of an academic year. Granting sabbatical leaves of absence is dependent upon budget limitations, work loads, and other considerations. Therefore, it is a matter of administrative discretion. For Sabbatical Policy and Guidelines See Appendix C.

Other Information. Before beginning sabbatical leave, faculty members should contact The Office of Human Resources for information on the continuation of retirement, insurance plans, and other employee benefits during the period of sabbatical leave.

Annual leave is not accrued by twelve-month faculty while they are on sabbatical leave.

## **Research**

While the mission of USCS is primarily undergraduate instruction, faculty members are encouraged to do research, as time and facilities permit, in order to maintain a proper knowledge of their respective disciplines.

Attention is called to the possibility of financial support by means of grants and contracts. The USCS Grants Coordinator continuously monitors information from federal agencies and other sources and assists any faculty member wishing to prepare a proposal.

Grants Administration. Each research, training, or special project that is sponsored is assigned a named individual of the faculty or staff who is designated principal investigator or project director. Normally, this is the member who conceived

and proposed the activity resulting in a grant or contract. The principal investigator may not be changed without the approval of the sponsor. The principal investigator or project director is responsible for administration of all direct funds allocated to the project and compliance with the terms and conditions of the grant or contract. The USCS Grants Coordinator assists the principal investigator in resolving any procedural or administrative questions.

Conflict of Interest. The university has adopted the principles of the December 1964 joint statement of the ACE-AAUP entitled "On Preventing Conflicts of Interest in Government Sponsored Research at Universities." The Grants Coordinator at USCS is notified of all outside consulting and research activities performed by faculty or staff members who are participating in government sponsored research or receiving federal grants. Should any conflict of interest be indicated, the individual concerned is contacted in order to clarify and/or rectify the situation. The Grants Coordinator is available for advice and assistance with regard to consulting agreements or potential conflicts of interest.

University Funds. The university assigns a moderate sum each year for research purposes through the Teaching Improvement Committee and the Carolina Venture Fund. Applications for support from these funds may be obtained from the Grants Coordinator. The Committee for Productive Research and Faculty Development on the USCS campus also makes recommendations on the funding of research projects. Proposals should be submitted to the committee following its published guidelines.

### **Consultant Activity**

For the basic policy on employment outside the university, see the preceding section on "Employment."

Laboratories, equipment and other facilities of the university generally are not available to university employees for consulting work. Patent and copying rights for approved consultant activities are matters decided between the faculty member and the outside agency. If, however, university facilities are used, an interest of the university is thereby established, and agreement as to patent and/or copyright matters should be resolved before undertaking the project. Conversely, when the university hires a consultant, specific prior arrangements should be made in the consultative agreement for protection of the university's rights.

In cases where a university employee is hiring a consultant to be paid from a university grant or contract, such consulting is subject to the funding agency's regulations imposed within the grant or contract document. Further, if the consultant to be hired is a permanent state employee, remuneration for such activities is governed by the state and university's policies on extra compensation and dual employment.

### **Reduction-In-Force Policy**



Reduction-in-force may become necessary because of conditions inside or outside of USCS. Federal, state or local appropriations may be reduced or cut off entirely, or the university may be allowed to use only part of its appropriation. These and other factors occurring singly or in combination may make it necessary for USCS to undergo a reduction-in-force. Depending on the cause, the reduction-in-force may be temporary or permanent. Employees are released in a positive and equitable manner. A reduction may not require any involuntary separation if it can be accomplished through transfer, reorganization, or attrition. The university administration may also find it necessary to reduce certain phases of work as work levels change or fluctuate. However, should a reduction-in-force become necessary, the procedure outlined below is adhered to.

The President of the University, acting in consultation with the Chancellor and with a faculty committee, bears the responsibility for determining the need for reduction-in-force decisions, and upon such determination, of authorizing a plan developed through appropriate internal channels to accomplish this reduction. This plan is applicable to USCS faculty. The plan identifies the area(s) and the faculty to be included in the reduction-in-force according to the following general criteria:

- (1) Area(s)
  1. The importance of the area(s) to USCS in performing its mission;
  2. The impact of the area(s) upon the ability of the USCS to perform its mission;
  
- (2) The following criteria shall apply to persons within the area:
  1. Appointment status: non-tenured shall generally be reduced before tenured;
  2. Length of service;
  3. Quality of service: as determined by the formal evaluation process;
  4. Specialization or function: as the need for a specific field of expertise or services of a person.

The university explains the procedures through which employees affected by a reduction-in-force are informed of all benefits. The university assists employees seeking employment elsewhere.

Upon special request the plan to accomplish the reduction is made available to any employee affected by the plan.

The Faculty Grievance Procedures for USCS specifies the time provided for notice and procedures for grieving.

## **Distinguished Professor and Emeritus Titles**

The title of Distinguished Professor is awarded to tenured members of the university faculty in their final year of service at USCS who have earned the rank of full professor. Upon retirement, this title changes to that of Distinguished Professor Emeritus.

The title of Emeritus Professor is normally conferred on any tenured member of the instructional staff who at the time of retirement holds the title of assistant or associate professor. A citation is presented to each Emeritus recipient at the spring commencement and every effort is made to provide office space, parking privileges, and the like.

## **Retirement**

### **Retirement Policy**

Retirement is governed by State and Federal law. Faculty members, as state employees, are entitled to all retirement benefits available under law and through the South Carolina Retirement Systems or through the Optional Retirement Program. In addition, the University may provide part-time employment for faculty who have retired.

### **The South Carolina Retirement System**

This section is subject to interpretation by the South Carolina Retirement System and to changes which may be enacted by the General Assembly.

The South Carolina Retirement Act sets the amount which must be contributed by both the employee and the employer, depending on the particular system in which the employee participates. Retirement contributions made after July 1, 1982 are exempt from Federal Taxes until the money is withdrawn.

Details concerning the contribution benefits accruing as a result of participation in the South Carolina Retirement System are available from the office of Human Resources at USCS or USC-Columbia.

The South Carolina Retirement System provides formula return at retirement based on a salary average and years of credited service with the retirement system. Any member may retire with full formula benefits at age 65 or with 30 years of

credited service. Members with fewer than 30 years of service may retire with benefits at age 55 with 25 years of credited service or age 60 regardless of years of service.

Members who leave state employment prior to retirement may withdraw the sum of their contributions payable at interest. However, members who have at least five years of credited service may choose to leave their contributions with the retirement system and qualify for deferred retirement income at age 60. Members with 25 years of service credit may purchase the additional service needed to qualify for full formula benefits provided retirement is taken within 90 days of purchase. Members who leave the University and who have 25 years of service credit may continue paying contributions to the South Carolina Retirement System until they qualify for full formula benefits.

Service credits may be purchased for certain military, federal, out-of-state service, and non-member prior service with a public agency in South Carolina.

Any member who becomes permanently disabled after completing five years of creditable service may apply for disability retirement benefits.

At the death of a contributing member who has at least 12 months of credited service, the South Carolina Retirement System will pay to the member's beneficiary a death benefit equal to the member's annual base salary. Other survivor options are available to the beneficiary when there have been 15 years or more of creditable service.

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### **Optional Retirement Program (ORP)**

Faculty members hired on or after July 1, 1987 may choose to enroll in the Optional Retirement Program. State law requires that the faculty member contribute at the same rate as for the South Carolina Retirement System. ORP members are immediately vested for both the employee and employer contributions. For information on the amount contributed by the University, contact the Division of Human Resources. The Optional Retirement Program does not include the Group Life and Disability benefits provided through the South Carolina Retirement System. Retirement, death, and disability benefits are based on the cash value of the member's account.

## **Benefits, Privileges, and Services**

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Approved by Board of Trustees in 1989.

This policy identifies the Benefits Program available to qualifying permanent employees of the USC System and their eligible dependents. Coverage levels, rates, and other contractual provisions are subject to periodic changes; therefore, the information contained in this policy provides a brief overview of each program.

In concert with the University's policy on Affirmative Action and Equal Employment Opportunity, the benefits, privileges, and services described in this policy shall not be restricted on the basis of race, sex, age, color, religion, national origin, handicap, or veteran status.

Detailed information will be provided to all new permanent employees and updated information will be provided to all permanent employees by The Office of Human Resources as changes occur. Employees who wish to visit USCS Office of Human Resources or the System Personnel Division for assistance with their benefits shall be given reasonable time away from the job for such purposes.

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### **State Insurance Plans**

The USC System participates fully in all insurance programs made available through the State of South Carolina for state employees. Insurance carriers which administer these plans are subject to change based on negotiated contractual agreements. Permanent employees who are scheduled to work at least 30 hours per week for at least six months in a fiscal year are eligible to enroll in any or all of these plans.

The University in conjunction with the State of South Carolina has a comprehensive program of insurance for eligible members of the faculty and staff, and their eligible dependents. Included are the State health insurance plan, dental insurance, life insurance, disability, long term and vision care. Information on the various plans available can be obtained from the office of Human Resources at USCS or USC-Columbia.

### **Social Security**

The University participates in the Federal Program of Old Age and Survivor Benefits (FICA). Participation is required of all employees. This statutory deduction is met with a matching contribution by the University.

### **Unemployment Compensation**

Unemployment Compensation is a program mandated by the Social Security Act of 1936, designed to provide financial assistance for individuals who are out of work through no fault of their own, but who are otherwise available for full-time

employment. The program is governed by Federal and State guidelines, and is founded entirely by employer contributions. For additional information, contact the South Carolina Employment Security Commission, Unemployment Compensation Division.

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### **Workers' Compensation**

A faculty member who is injured on the job or who sustains an occupational illness or disease may be eligible for Worker's Compensation benefits. If a work-related accident or illness occurs, the faculty member should:

1. receive prompt medical care;
2. Notify the immediate supervisor, department chair, or dean as soon as practicable;
3. As soon as possible complete a First Report of Injury form available from the USCS Office of Human Resources.

Injury forms not submitted in a timely manner can jeopardize the claim. Faculty members who miss work due to a work-related injury must make written election as to whether they will use available leave time or receive Workers' Compensation for the time lost from work. Workers' Compensation Benefits Election forms and complete details are available through the USCS Office of Human Resources

For additional information about specific provisions, costs and entitlements on benefits provided for employees contact the Office of Human Resources at USCS or USC-Columbia.

### **Tuition Assistance**

Eligible faculty and staff may apply to take one three-hour course per academic term tuition-free (four hours in the case of a laboratory course). Information on eligibility and restrictions is available in the Division of Human Resources at USCS or USC.

### **Savings Bonds**

United States Savings Bonds are available through Payroll Deduction.

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Approved by Board of Trustees in 1989.

Interested employees should contact the USCS Human Resource Office or the Benefits Office of the System Personnel Division for further information.

### **USC System Credit Union**

For the benefit of its employees, the University has established a Credit Union to provide a savings and loan system in which permanent employees and their relatives may participate. A wide range of banking services is available. Interested employees should contact the Credit Union or the USCS Human Resource Office.

### **Social Benefits**

As faculty and staff of USCS there are a number of athletic, recreational, social and cultural activities on campus which are free or for which only a nominal fee is charged. Information about these activities can be obtained from the campus new sources.

### **Additional Information**

For additional information about specific provisions, costs and entitlements on benefits provided for employees, contact the Office of Human Resources at USCS or USC-Columbia.