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THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 6-116

18 June 2025

**PAY PLAN POLICY**

**1. PURPOSE**

This policy sets forth the policies and procedures for the establishment, maintenance, and administration of the uniform Pay Plan applicable to all appointments. within The Citadel, pursuant to Federal and State regulations.

**2. REFERENCE**

SC Code Ann, Sections 8-11-910, *et. seq.*, 8-17-310, *et. seq.*, 41-10-10, *et. seq.*

SC State Human Resources Regulations, Sections 19-700 – 19-720.04

Fair Labor Standards Act: 29 USCA Sections 201, *et. seq.*

Family and Medical Leave Act: 29 USCA Sections 2601, *et. seq* and 29 CFR Part 825

**3. DEFINITIONS**

- A. Base Period: The specific period of time for which the employee has been hired, i.e., 12 months, 9 months, one semester, etc.
- B. Banner Time: A workforce management software system accessed online through The Citadel network system.
- C. Dual Employment: An arrangement whereby a State employee full-time equivalent (FTE) is employed and compensated, in addition to the approved, budgeted base period salary, by either the Employee's (Home) Agency or another State Agency. The arrangement is for services rendered outside the requirements of the employee's regular job responsibilities or are outside of regularly schedule work hours. Summer School teaching or summer research by nine (9) month (academic year appointment) faculty is not considered dual employment but is considered as summer compensation. There are two types of dual employment as listed below:

1. External Dual Employment: Employment and compensation received by an employee of one State agency for any extra activity performed for another State agency.
  2. Internal Dual Employment: Employment and compensation received by any Citadel employee for any extra activity performed for The Citadel which is clearly not a part of the employee's regular job duties.
- D. Due Dates: The payroll processing schedule distributed to departments at the beginning of each calendar year and posted conspicuously in work areas. The official schedule prepared by the Payroll Office makes exceptions related to holidays and operational necessities, but payday generally is the 15th and the last day of each month
- E. Employing (Home) Agency: The State agency, or unit thereof, having primary control over the services of the employee, and/or for which employee works the greatest number of hours in any workweek.
- F. Exempt Employee: An employee who is exempt from overtime requirements of the Fair Labor Standards Act due to employment in a bona fide executive, administrative, professional, or outside sales capacity.
- G. Fair Labor Standards Act (FLSA): The FLSA establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.
- H. Full-Time Equivalent or FTE: A numerical value expressing a percentage of time in hours and of funds related to a particular position authorized by the General Assembly.
- I. Nonexempt Employee: An employee who is covered by the Fair Labor Standards Act and who is, therefore, subject to both the minimum wage and overtime requirements of the law.
- J. Permanent Status: The status attained by an employee upon completion of a probationary or trial period in a class or an unclassified State title.
- K. Requesting (Secondary) Agency: The State agency, or unit thereof, seeking to engage the services of and compensate any employee for whom it is not the Employing (Home) Agency.
- L. Temporary Grant Position: A type of non-FTE position which is funded by federal grants, private foundation grants, research grants, individual private gifts, externally generated revenue for service testing agreements and grant generated revenue or a combination of these funding sources. RGP employees are not covered employees.

- M. Temporary Position: A full-time or part-time non-FTE position created for a period of time not to exceed one year.
- N. Time-Limited: A full or part-time non-FTE position hired to fill a position with time-limited project funding approved or authorized by the appropriate State authority, and who is not a covered employee

#### **4. POLICY**

- A. In order to attract, retain, and reward a high performing and diverse workforce, The Citadel is committed to a compensation philosophy that maintains internal equity and external competitiveness. Compensation relative to the external market will be affected by factors such as employee performance, longevity, institution goals, and financial feasibility. The Citadel will evaluate and modify its compensation practices within the context of its strategy regularly to ensure continued relevance. Any changes to this philosophy will be openly communicated to all employees
- B. These guidelines are equally applicable to all employees at The Citadel, regardless of position, age, color, race, disability, gender, gender identity, sexual orientation, religion, national origin, genetic information, marital status, veteran status, pregnancy, childbirth, lactation, or other related medical conditions.
- C. The Division of State Human Resources (DSHR) has authorized delegation of pay programs to The Citadel. The Citadel will comply with all state and federal regulations, DSHR policies and directives, as well as the standards, guideline, practices and requirements that are specified by the DSHR in the delegation agreement.
- D. An employee shall not be paid in excess of the maximum of the pay range for a class unless such payment is authorized by this policy.
- E. All pay actions must be approved by The Citadel's Human Resources Department, The Budget Office, and VP/Provost before becoming effective.
- F. All Citadel pay actions are subject to audit.
- G. Exemptions from the minimum wage and overtime pay requirements of the Fair Labor Standards Act (FLSA) for any non-student employee in a bona fide executive, administrative, professional, or computer employee position will be determined by Human Resources. To qualify for exemption, employees must meet certain tests regarding their salary basis and job duties. The Wage and Hour Division of the U.S. Department of Labor has outlined specific requirements that must be met in order to qualify for exemption. These requirements may be found at [www.dol.gov](http://www.dol.gov). Exempt employees are not subject to the minimum wage, overtime, or record keeping requirements of the law

5. All pay actions, except for external dual employment, must be submitted, routed, and approved through the Electronic Pay Action Form (EPAF). Individuals are not authorized to enter their own EPAFs. All EPAFs must be approved by Human Resources, Budget, the applicable Department Heads, Deans, VP, and Provost

## 6. COMPLIANCE

Failure to comply with this policy may result in disciplinary action, up to and including termination.

## 7. NOTES

### A. Dates of Official Enactment and Amendments:

Approved by the Vice President for Finance on 18 June 2025.

### B. Responsible Department:

Human Resources Office

### C. Responsible Official

Chief Human Resources Officer

### D. Cross References:

[Overtime Policy](#)

[Employee Performance Management System](#)

[Grievances and Appeals Policy](#)

[Teaching Summer Classes and Semester Overload Policy](#)

## 8. RECISSION

Pay All prior versions of this Memorandum are rescinded

## 9. REVIEW

Review this policy on a biennial basis.

FOR THE PRESIDENT:

OFFICIAL

PREETHI SAINT  
Colonel, SCM  
Vice President for Finance

Attachments

[Annex A](#) – Employment Rates and Premium Pays

[Annex B](#) Payroll Overpayments and Underpayments

[Annex C](#) – Salary Increases

[Annex D](#) – Salary Decreases

[Annex E](#) – Employment Outside of State Government and Dual Employment

[Annex G](#) – Employee Bonus

[Annex I](#) – Overnight Travel

[Annex J](#)– Time Keeping

[Annex K](#)– Appointments, Status, and Separations

**ANNEX A**  
**Employment Rates and Premium Pays**

1. All classified FTE employees of The Citadel will be paid within the State Pay Plan's ten (10) band schedules, as designated by DSHR
2. Hiring at a Minimum - An employee must be paid at least the minimum amount for the pay band for the class to which hired. An employee who is given an original appointment and who meets the minimum training and experience requirements for the class to which appointed shall be paid at least the minimum rate for that pay band and classification.
3. Hiring Above the Minimum – If an individual is exceptionally qualified for the position, Human Resources may authorize a salary for the individual at a rate above the minimum of the pay band. To qualify for an exceptional hire rate, the individual must possess education, training and/or experience that exceeds the minimum requirements for the position.
4. Return from Leave Without Pay. An employee who has returned from an authorized leave of absence without pay shall be paid at the same rate being paid at the time leave was granted, except that the employee shall be granted any legislative general increases and salary increases resulting from adjustments made in the pay range during the employee's leave absence.
5. Shift Differentials – The Citadel's Human Resources Department may approve the payment of a shift differential for employees regularly assigned to an evening, night, weekend, rotating, or split shift, provided that the majority of hours assigned during the shift are other than 8:30 a.m. to 5:00 p.m., Monday through Friday. When an employee is assigned to a shift for which a differential has been approved, the following rules for granting differential pay shall apply:
  - A. Any department desiring to have shift differentials approved must submit such a request to The Citadel's Human Resources Department indicating classifications for which the differential is being requested, the hours of the shifts involved, the amount of differential being requested, and appropriate justification for the request.
  - B. An employee regularly assigned to a rotating shift, a split shift, or who regularly rotates shifts, shall be paid the shift differential only when working the specific shift for which a differential has been approved.

**ANNEX B**  
**Payroll Overpayments and Underpayments**

On occasion, due to errors in processing, timeliness of submission, and reporting, an employee may be paid more or less than is owed. When an employee becomes aware of an overpayment or underpayment, the employee is responsible for reporting it directly to Human Resources, Payroll, and/or to the employee's supervisor. A supervisor who becomes aware of an overpayment or underpayment must report it to Human Resources and/or Payroll as soon as the error is discovered.

**Recovery Amount**

**Current Calendar Year**

If repayment is made in the same calendar year as the overpayment, the employee will repay the net pay amount of the overpayment. The Payroll Department will reduce the employee's taxable wages and associated taxes for that calendar year to ensure the year-end W-2 Form is correct.

If the repayment is made through payroll docking, then the docking schedule may call for partial payments over multiple pay periods, but in no cases should the repayment occur over a longer period of time than the overpayment occurred. For example:

Employee overpaid for one period, the employee's pay should be reduced by the amount of the overpayment in one pay period.

Employee overpaid for four pay periods, the employee's pay should be reduced over four pay periods to recover the overpayment

**Prior Calendar Year(s)**

If repayment is not made in the same calendar year that the overpayment occurred, the employee must repay the net pay amount of the overpayment plus the associated federal and state taxes. (Taxes are permanently credited to the employee on December 31 and cannot be subsequently recovered by The Citadel).

The Payroll Department can only recover the overpaid Social Security and Medicare taxes. Since The Citadel can recover the Social Security and Medicare taxes, The Citadel will reduce the repayment amount by those associated taxes, if applicable. To this end, the employee must provide a written statement that he/she will not

request a refund of Social Security and Medicare taxes as well from the IRS. This is to be done using the FICA Release Letter Form.

The wages paid in error in the prior year remain taxable to the employee for that year because the employee received and had use of those funds during that calendar year. The employee is not entitled to file an amended tax return for that year. Instead, the employee is entitled to a deduction (or credit, depending upon the amount repaid) for the wages repaid on their personal income tax return in the year of repayment.

Once repaid, the Payroll Department will issue a corrected W-2 Form, reducing only applicable Social Security and Medicare wages and taxes and issuing the employee a W-2c. The Payroll Department, if requested by the employee, can also issue a Statement of Corrected Income which details the amount repaid by the employee and the year repaid. The employee can use this Statement for their current tax return for a credit or a deduction. The employee should consult the IRS Publication 525 (Repayments) with respect to reporting the repayment of wages for a prior year.

If an employee terminates employment before the overpayment has been fully recovered, payroll may deduct the outstanding amount of the overpayment from the employee's final paycheck including from any accrued annual leave. If there is an unpaid amount left after the final paycheck deduction, The Citadel reserves the right to continue the recovery process through the Accounts Receivable department, including external collections.



**ANNEX C**  
**Salary Increases**

1. Salary Increases. All percentages listed within this section are the maximum allowable according to state regulations. Increases shall not place an employee's salary above the maximum rate of the pay band.
2. In-Band Salary Increases. An employee's salary may be increased within his/her current pay band for the following reasons:
  - A. Legislative General Increase. When prescribed, general and merit increases shall be provided to employees in accordance with the State Employee Pay Plan of the South Carolina Code of Laws and the provisions of the annual Appropriations Act.
  - B. Performance Increase. The Citadel may increase individual employee salaries based upon performance. Such increase shall be determined by The Citadel.
  - C. Additional Job Duties and/or Responsibilities Increase. An in-band salary increase may be granted when an employee is assigned additional job duties and/or broader responsibilities, either within his/her current position or as a reassignment to another position in the same pay band. Additional skills/knowledge with detailed justification may be granted under this category on an individual basis.
  - D. Reassignment. An employee may or may not receive a salary increase if reassigned to the same Classification and/or Pay Band.
  - E. Retention Increase. An in-band increase may be granted when an employee has a bona fide job offer from another employer, either within or outside of state government, and an agency wishes to retain the services of this employee in his/her current position. An employee's salary may be increased for the purpose of retention. An employee shall receive no more than one (1) retention increase in a one (1) year period.
3. Salary Increases Resulting from Upward Band Changes – When an employee's salary is increased as a result of a promotion or reclassification leading to a higher pay band
  - A. Upon reclassification, an employee's performance review date shall be re-established in accordance with the Employee Performance Management System (EPMS).
4. Effective Dates of Salary Increases. The effective date of all salary changes shall be no earlier than the date it was approved by all relevant parties.

5. Employees are not eligible to receive salary increases upon downward reclassification or upon appointment to a position in a lower pay band.
6. Temporary Salary Actions. Circumstances such as coverage for position vacancies or medical leave for an extended period of time may warrant a temporary salary adjustment. Authorization of temporary payment for covered employees may be made only with prior, approval from the appropriate Vice President and by The Citadel's Human Resources Department. Temporary salary adjustments are not added to the employee's base salary.

**ANNEX D**  
**Salary Decreases**

1. In-Band Salary Decreases - An employee's salary may be decreased within his/her current pay band. Salaries may be decreased for the following reasons:
  - A. Performance Decrease. The Citadel may decrease individual salaries based upon performance. Such decrease shall be determined by The Citadel. Performance decreases may not place an employee's salary below the minimum of the pay band. Performance decreases shall be based on the results of an EPMS evaluation. Such decreases in salary are grievable under the State Employee Grievance Procedure Act.
  - B. Removal of Additional Job Duties and/or Responsibilities. Should the additional job duties and/or responsibilities increase be taken away from an employee within the Trial Period of six (6) months of the date that the salary increase was awarded, the salary may be reduced by the amount of the additional job duties and/or responsibilities increases. Salary decreases based on removal of additional duties and/or responsibilities are not grievable.
2. Salary Decreases due to lower level of responsibility, demotion, or downward reclassification - An employee's salary may be decreased as a result of movement to a lower pay band for the following reasons:
  - A. Voluntary Reasons - An employee who voluntarily has his/her position reclassified to a class with a lower pay band or is demoted to a position in a lower pay band may be paid at any rate within the lower pay band provided the rate is equal to or below the current salary and provided that the employee signs a written statement indicating agreement to the salary decrease. The signed document with justification should be submitted to the Citadel Human Resources Department for approval.
    1. Disciplinary Reasons - An employee who, as the result of a disciplinary action, has his position reclassified to a class with a lower pay band or is demoted to a position in a lower pay band, may be paid at any rate within the lower pay band provided the rate is equal to or below the current salary.
    2. Involuntary or Non-disciplinary Reasons- When an employee with status in a covered position is demoted due to involuntary or non-disciplinary reasons or when an occupied position is reclassified to a class having lower minimum and maximum salary for these reasons, the employee's salary shall not be reduced for a period of six months from the date of the demotion or downward reclassification unless an exception is approved by the DSHR. Upon the expiration of the six-month period, the employee's salary may be reduced by up to 15% or to the midpoint of the pay band for the lower class or any point between, whichever is lower.

- a. An employee who is promoted or reclassified upward and subsequently demoted or reclassified downward prior to attaining status in a covered position in a higher class shall have a reduction in pay as follows:
  - 1) When an employee is demoted or reclassified to the same class or to a class with the same pay band held prior to promotion or reclassification, or to a class with a lower pay band, the employee's salary will be reduced by the amount previously received upon promotion or upward reclassification provided the salary will not exceed the maximum of the pay range for the class to which demoted or downwardly reclassified. The employee shall have a new performance review date established.
  - 2) When an employee is demoted or his position is reclassified downward to a class having a higher pay band than the original position, the employee's salary will be reduced by the amount previously received upon promotion or reclassification and the employee's new salary and performance review date will be established.

## **ANNEX E**

### **Employment Outside of State Government and Dual Employment**

1. Full-time, exempt, staff Citadel employees are not normally permitted to engage in outside employment. This prohibition does not preclude outside professional consultation or employment after normal working hours, when such work constitutes no interference or conflict of interest with the employee's regular Citadel duties and responsibilities or the use of institutional resources. Staff intending to undertake outside employment that may conflict with Citadel duty hours must obtain prior permission from their supervisor and Human Resources. Approval will not be given when it appears that a conflict of interest or a conflict of commitment will occur. Citadel faculty should consult the Outside Work Policy in the Faculty Manual for guidance.

An academic employee who works outside his or her base period of employment is not considered to be working in a dual employment arrangement. Faculty should refer to the Teaching Summer Classes and Semester Overload Policy (Memorandum 3-001) and Institutional Base Salary Policy (Memorandum x-xxx) for further guidance. Faculty engaged in sponsored research should consult with the Institutional Base Salary Policy (Memorandum x-xxx) for further guidance regarding additional or extra compensation.

2. Dual Employment within State Government.

#### A. General Provisions.

1. The practice of dual employment may not be used to provide higher continuing salaries than those approved by the State DSHR. Any employee engaged in dual employment must satisfy the requirements of the established hours of work for the employing (home) agency.
2. No compensation may be paid to an employee of the employing (home) agency by that agency or the requesting (secondary) agency for services rendered prior to the specific approval of the conditions and amount of compensation under the provisions of this policy.
3. All requests for Dual Employment must be routed and approved via EPAF or the Dual Employment Request Form.

#### B. Conflict of Interest.

1. No state employee may accept any work or compensation that could reasonably be construed as a conflict of interest.

2. Acceptance of a work assignment or compensation that is found to be a conflict of interest will be grounds for disciplinary action.
3. The propriety of an employment situation or compensation for services rendered will be considered by all parties concerned. Counsel from the Office of the Attorney General or the State Ethics Commission may be necessary to make such determinations; however, such requests must be coordinated through The Citadel Human Resources Department.

#### C. Eligibility

1. Employees in covered classified and unclassified positions of The Citadel may accept additional temporary, part-time employment with the same or another state agency or state institution, provided that prior written approval is obtained for each dual employment arrangement.
  - a. The President may not be dually employed by another State agency or institution of higher education without prior approval by the Agency Head Salary commission and the State DSHR.
  - b. Employees in the following positions are not eligible for compensation for internal dual employment:
    1. Vice Presidents and direct reports to the President
    2. Associate Provosts
    3. Academic Deans
2. For internal dual employment, no employee may receive additional compensation for services performed during normally scheduled hours of work (including mealtimes and breaks) unless the employee is in a leave without pay status. An exempt employee that keeps a non-standard work schedule may receive compensation if the secondary job does not interfere with the primary job and the associated hours. Otherwise, the work performed is considered a part of the employee's contribution to the mission of developing principled leaders, and no additional compensation will be earned. Any exceptions to this provision must be submitted in writing and approved, in advance, by the appropriate Vice President. An employee will be able take annual leave for external dual employment.
3. Citadel Employees who perform services outside of their regularly scheduled work hours may be paid additional compensation if such services constitute independent, additional job duties separate from those of the employee's primary Citadel position.
4. Unless otherwise determined by the Chief Human Resources Officer, Tactical Officers and Staff members may teach no more than one three-credit-hour

course during the day; if they also teach in the evening program, then the maximum amount of teaching allowed in any semester would be three credit hours in the day program and three more credit hours in the evening. The only exception to the “three credit hours in the daytime program” policy would be for cases where a TAC Officer or a Staff member were also asked to teach a one-credit-hour course, in which case the maximum allowable daytime credit hours would be four rather than three. (Teaching two sections of the two-hour RPED 250 course would also be allowed since the total hours involved is four.)

I. Compensation.

1. No compensation for dual employment may be earned or paid to an employee until a written dual employment agreement has been approved
2. The maximum compensation that a full-time, exempt, staff Citadel employee will be authorized to receive for dual employment in a fiscal year shall not exceed 30% of the employee's annualized Citadel salary with the employing agency for that fiscal year. Payment will be paid within forty-five days of the beginning of the employment period. The requesting agency will pay the employee in a dual employment situation directly. The Citadel employees hired by other State agencies will be paid directly by that agency.
3. No employee shall be eligible for any additional fringe benefits as a result of dual employment, including but not limited to annual leave, sick leave, military leave, State insurance, and holidays. However, dual employment compensation shall be subject to such tax and retirement deductions as required. All dual employment performed by employees whose positions are non-exempt from the provisions of the Fair Labor Standards Act must be compensated at a rate of no less than one and one-half times the normal hourly rate
4. All dual employment transactions, as either the requesting or employing agency, must be submitted to Human Resources prior to the effective date of each individual agreement.

**ANNEX G**  
**Employee Bonus Program**

1. The Appropriations Act, Section 117.55 authorizes The Citadel and other State Agencies to spend general carry forward monies, federal funds and other sources of revenue to provide one-time lump sum bonuses to employees.
2. Amount/Frequency of Bonuses and Source of Funds:
  - A. Bonuses cannot exceed \$3,000 per employee per fiscal year. This excludes predefined incentives contained within contracts (e.g. Athletic Coaches).
  - B. Employees may receive more than one bonus in a fiscal year as long as the total amount of bonuses does not exceed \$3,000.
3. Approval Authority: The Citadel President is the final authority responsible for approving employee bonuses.
4. A bonus is not part of an employee's base salary and is not earnable compensation for purposes of employee and employer contributions to the respective state retirement systems.
5. Eligibility.
  - A. All staff, faculty, and unclassified administrators in full time equivalent (FTE) positions are eligible to receive bonuses.
  - B. The President of the College is not eligible to receive a bonus.
  - C. Temporary grant and time-limited project employees are eligible to receive bonuses within the Appropriations Act guidelines for employee bonuses. The bonuses must be funded by the grant or time-limited project
6. Approved Criteria. Bonuses may be awarded to recognize the accomplishments and contributions of individual employees. Examples of appropriate reasons include:
  - A. Contributions to increased organizational productivity.
  - B. Development and/or implementation of improved work processes.
  - C. Exceptional customer service.
  - D. Realized cost savings.
  - E. Other specific contributions to the success of the organization.
7. The Citadel must document the reason for any bonus payments awarded.



**ANNEX I**  
**Travel Time, Including Overnight Travel**

1. Pursuant to U.S. Department of Labor (DOL) regulations, travel time is compensable work time when it occurs during the employee's regular working hours. This travel time is compensable whether the employee actually performs work or not, since the employee is substituting travel for other work duties. Travel time is also compensable when it occurs during normal working hours on nonworking days (i.e., Saturday or Sunday for an employee who works Monday to Friday).
2. Overnight travel that occurs outside of regular working hours is not considered working time when the employee is a passenger on an airplane, train, boat, bus or car.
3. Employees who perform work while traveling will be compensated. In addition, if an employee is required to drive or required to ride as an "assistant or helper" in a truck, bus, automobile, boat, or airplane, the employee will be compensated for the travel time, except when the employee is on a bona fide meal break or is provided sleeping facilities.

**ANNEX J**  
**Timekeeping and Time Clock Use**

1. The Citadel must keep accurate records of employees' working hours to:
  - A. Meet requirements under federal and state law; and,
  - B. Ensure paychecks are written for the correct amounts; and,
  - C. Adjust employees' accrued leave balances and other benefits dependent on employees' earnings or hours worked; and,
  - D. Allocate costs to appropriate Citadel accounts.
2. Accordingly, all employees must keep accurate records of their working hours and report those hours in accordance with this policy. Time worked is all the time actually spent on the job performing assigned duties.
3. Non-Exempt Personnel:
  - A. Departments use Banner Time time management system for each of their non-exempt employees.
  - B. It is the responsibility of each department to ensure that every non-exempt employee uses Banner Time, as well as obtains leave slips for any time not worked.
  - C. Employees must observe the following rules with respect to the use of the time clock. Failure to do so, may result in disciplinary action, up to and including termination:
    1. At no time will passwords be shared. Employees must clock themselves in and out of work.
    2. Non-exempt employees will clock in and out daily (at the beginning and end of the assigned workday) and clock out and in before and after each meal period. Meal periods (typically 30 minutes or more) are not hours worked when the employee is completely relieved of duties for the purpose of eating a meal. Any deviation from this procedure must be approved by the department head in coordination with Human Resources. Employees also must clock out before any period of leave or break of more than twenty (20) minutes. Employees must obtain their supervisor's approval for any non-routine or unscheduled breaks as well as any leave.

Only designated Citadel computers or clocks at the employee's work location are to be used. Clocking procedures are based on the department directions and availability of Citadel computers. Laptops, smart phones, and other

electronic wireless devices are not authorized to be used to log in to Banner Time unless approved by the Payroll department.

3. Employees should be ready to work as soon as they clock in. Likewise, employees are to avoid any work before clocking in or after they have clocked out. In the event an occasional infraction of the assigned working hours occurs there will be a seven (7) minute grace period. More than the seven (7) minute grace period will be counted at fifteen (15) minute increments. All requests for overtime must be approved in advance by the appropriate department head or supervisor or his/her designee.
  4. Employees should indicate absences due to vacation, sick leave, holiday, or personal reasons by submitting leave to their supervisor.
  5. Any questions concerning the Banner Time Timekeeping System should be directed to the Payroll Office.
4. Exempt Personnel. All exempt employees should submit leave for any absent hours through the leave system.

**ANNEX K**  
**APPOINTMENTS, STATUS, and SEPARATIONS**

1. Any employee appointed to a permanent FTE position at The Citadel must meet the minimum training and experience requirements established in the specification for the classification to which appointed, unless the employee is appointed to a trainee status or the State Human Resources Director has approved any equivalency to the required training and experience established for the classification.
2. Upon receiving an original appointment, an employee shall be given status in accordance with the following:
  - A. Probationary Status: An employee will be required to serve a probationary period of twelve (12) months for non-instructional personnel and the academic year for instructional personnel. The probationary period may not be extended
    - a. At his discretion, the agency head or his designee may count up to six months of continuous satisfactory service in any temporary capacity toward the employee's probationary period which would result in a reduction in the length of the employee's performance review period.
  - B. Trial Status: An employee is given trial status of six months when promoted, transferred, reassigned, reclassified or demoted to a classification in which the employee does not hold permanent status.
  - C. An employee who does not have permanent status may be terminated at any time without the right to appeal to the State Employee Grievance Committee when serving in probationary, temporary, or other non-permanent status.
3. Separations:
  - A. An employee who resigns should submit the resignation in writing and should provide a minimum of two (2) weeks' notice.
  - B. A resignation to accept employment in another state agency does not constitute a break in service unless the employee receives a lump sum payment for accrued annual leave or unless fifteen (15) calendar days without pay expire before the employee reports to the new agency.
  - C. An employee who resigns may not rescind a resignation unless the supervising Vice President and the Chief Human Resource Officer agree to the rescission.
  - D. The Citadel may dismiss any employee for cause.
  - E. An employee who has permanent status shall have the right to appeal a dismissal to the State Employee Grievance Committee.