

# State Human Resources Policy #E24-102.07

## Hiring Salaries

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

### **DEFINITIONS**

Agency – The South Carolina Military Department/Office of the Adjutant General

Pay Band – For classified positions, the dollar amount between the minimum and maximum rates of pay to which a class is assigned by Department of Administration's Division of State Human Resources.

### **POLICY**

1. The South Carolina Military Department will hire and pay employees at least the minimum of the pay band for the classes in which they were hired.
2. The Agency may hire employees above the minimum of the pay band, and up to the midpoint of the pay band, with justification.
3. In order to hire an employee at above the midpoint of the pay band, the Agency must submit written justification based on exceptional qualifications or a special hire rate to Department of Administration's State Human Resources Director for approval.
  - a. Exceptional Qualifications - When an individual is exceptionally qualified for the position.
  - b. Special Hire Rate – When experience has shown that recruitment of qualified applicants for selected positions in a class has not been possible at the minimum to midpoint of the pay band.

### **PROCEDURE**

1. Hiring at the Minimum of the Pay Band
  - a. The requesting Program Manager or Department Head (or their authorized representative) will document the request on a Personnel-Payroll Action Request (PAR) Form (see *Personnel-Payroll Action Request (PAR) Form* at <https://sctag.org/forms>).
  - b. The requesting Program Manager or Department Head (or their authorized representative) will forward the PAR to the South Carolina Military Department State Human Resources Officer (HRO) along all other required or necessary supporting documentation.
2. Hiring Above the Minimum of the Pay Band
  - a. The requesting Program Manager or Department Head (or their authorized representative) will document and justify the request on a Request for Salary Change Form.
  - b. The requesting Program Manager or Department Head (or their authorized representative) will forward the Request for Salary Change Form (see *Request for Salary Change Form* at <https://sctag.org/forms>), along with a Personnel-Payroll Action Request (PAR) Form (see *Personnel-*

Payroll Action Request (PAR) Form at <https://sctag.org/forms>, to the South Carolina Military Department State Human Resources Officer (HRO) along all other required or necessary supporting documentation.

3. The Program Manager or Department Head (or their authorized representative) must verify the availability of funds to support the salary request.