



Glossary of Terms

Additional Assignment Pay	Incidental work that is above and beyond the individual's primary appointment, non-recurring and/or short term in nature (generally less than one year). With an additional assignment, there is no change in the individual's appointment.
Administrative Period	As pertains to benefits eligibility for variable hour employees: a state-designated period running from October 3 rd to December 31 st , during which Clemson University and PEBA identify individuals eligible for insurance coverage. Clemson offers coverage to and accepts enrollment from eligible employees during the plan's open enrollment period, which ends October 31 st . PEBA uses the remainder of the administrative period to process enrollments to ensure employees have access to coverage at the beginning of the stability period.
Affiliate	An individual in a non-paid relationship with any department, school or college who requires access to university systems such as email. (Examples: Campus ministers, emeritus faculty, visiting scholars and volunteers.)
Annual Leave	A predetermined amount of available paid time off work for eligible employees to be used for approved absences regarded as vacation, rest and relaxation, personal business or emergencies.
Annual Leave Payout	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 certain positions.
Appeal	As pertains to Clemson's Grievance Policy: A request by a covered employee for review of the University's decision concerning a grievance. Appeal is first to the president and second, if further review is desired, to the State Human Resources Director.
Applicant	A person who has submitted an application for consideration for a position.
Applicant Pool	All individuals who have applied for a position.
Average Workday	A number of hours determined by dividing the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).
Award	A monetary payment to an employee based on specific written criteria established in Clemson's Award Program and approved by the vice president of the division, the president of the University and the Office of Human Resources.
Background Check	The process of gathering and reviewing criminal history, financial history (student loans), National Sex Offender Registry records, motor vehicle records and drug testing results in accordance with Clemson's Background Check Policy.
Base Pay	Fixed compensation given in exchange for performing determined job responsibilities.
Benefits Counselor	A member of the Office of Human Resources Benefits and Well-being unit.
Board of Trustees Compensation Committee	A committee comprised of members of the Board of Trustees, whose mission is to ensure that Clemson University has a compensation policy that is market-level competitive and supports maintaining top 20 status, achieving Carnegie Research Very High status and continuing to achieve excellence in the University's athletic programs.

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Bonus Annual Leave Accruals	<p>For eligible staff members, an increase of 1 ¼ workdays of accrued annual leave for each year of S.C. state service over 10 years.</p> <p>For eligible faculty members, an additional 12 workdays of accrued annual leave per year after 19 years of Clemson University service.</p>
Break in Service	<p>For employees who earn S.C. state service, a break in service indicates an interruption in continuous state service. A break in service may be experienced, but will not always be experienced, when an employee</p> <ul style="list-style-type: none"> • 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.
Calendar Days	<p>The sequential days of the year. For the purposes of Clemson’s Grievance Policy, calendar days are computed by excluding the first day and including the last day. If the last day falls on a Saturday, Sunday or legal holiday, it is excluded as well.</p>
Candidate	<p>As pertains to the hiring process, an applicant selected for any round of interviews/evaluation.</p>
Classified Position	<p>A position in state service that is subject to the State Position Classification Plan.</p>
Compensation Action	<p>The establishment of or any change to an individual’s total compensation.</p>
Compensation Guidelines	<p>A set of guidelines that supports Clemson’s Compensation Policy; reviewed and approved by the Board of Trustees Compensation Committee.</p>
Contingent Worker / Contractor	<p>An individual who is not employed by Clemson but is performing work for the university through his or her employment with a contractor, vendor or staffing agency. (Examples: Manpower employees, Ricoh employees or Aramark employees.)</p>
County Holiday Calendar	<p>The official listing of holidays observed by employees in Clemson’s Cooperative Extension Service. Information is available by contacting the HR partner for the Public Service and Agriculture division.</p>
Covered Employee	<p>As pertains to grievance rights, a full-time or part-time employee occupying a part or all of an FTE position who has completed the probationary period and has a “improvement needed” or higher overall rating on the employee’s performance evaluation and who has grievance rights. If an employee does not receive an evaluation before the performance review date, the employee is considered to have performed in a satisfactory manner and to be a covered employee.</p>
Criminal Record Check	<p>A check on an individual’s criminal record, including past criminal convictions and any pending charges. Per Clemson’s Background Check Policy, criminal record checks are required for all individuals prior to their beginning work/service for the University.</p>
Default Student Loan Check	<p>Review of an individual’s student loan default history as required by state law (S.C. Code Section 59-111-50) for all job candidates with education beyond high school. See Clemson’s Background Check Policy.</p>
Defined Benefit Plan	<p>A retirement plan that bears the investment risk and provides a monthly annuity based on a statutory formula rather than the balance in a member’s account.</p>
Defined Contribution Plan	<p>A retirement plan in which the member chooses how to invest funds within the plan’s investment options. The member bears the risk, and the retirement benefit consists of the balance in the account when the member retires.</p>

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Demotion	The assignment of an employee from one established position to a different established position having a lower state salary range or, for employees in positions without state salary ranges, assignment of a lower rate of pay except when the employee's job duties also are decreased for non-punitive reasons.
Direct Hire	An exception to Clemson's posting requirement, a direct hire is requested when, because of extenuating circumstances (urgent need, unique knowledge, confidentiality), the hiring manager wishes to forgo posting and hire someone specific into the position. Direct hires must meet additional requirements for approval.
Disability Retirement - PEBA	A retirement benefit available to eligible SCRS and PORS members who become physically or mentally incapable of performing their regular job duties.
Discipline	Constructive measures for the correction of an employee's conduct. Generally, the minimum degree of severity necessary to obtain the desired improvement should be applied. If improvements in conduct are not observed, further discipline may be justified, up to and including termination. Similarly, if the circumstances are egregious, stronger discipline (including termination) may be appropriate for a first offense. Guidance on discipline is available in Clemson's discipline policies and the <i>Faculty Manual</i> .
Dismissal	See "Involuntary Separation" <i>Faculty Manual</i> : "The removal or discharge of a faculty member from a tenured position, or from an untenured position before the end of a specified term of the appointment, for cause."
Diversity Advocate	A person appointed to provide a search committee with recruiting guidance, tools and resources on leading practices for diversity and inclusion. The diversity advocate is generally a member of the committee but may be someone from either the Office of Human Resources or the Office of Inclusion and Equity who serves in an <i>ex officio</i> capacity.
Division Head	The head of a budget center at Clemson University.
Dual Employment	An agreement by which an employee in an FTE position in a state of South Carolina agency accepts temporary, part-time employment with the same or another South Carolina state agency. Dual employment duties are outside the employee's home department and are independent of and in addition to the duties of the employee's primary, full-time employment. Internal dual employment: Dual employment of a Clemson University employee within Clemson University. External dual employment: Dual employment of an employee of a South Carolina state agency by a different South Carolina state agency.
Earned State Service	The combined service time that a full-time equivalent (FTE) employee has worked in an FTE position. State service time excludes time worked within temporary, temporary time-limited, temporary grant, and intermittent positions.
Earnings Limitation	A PEBA guideline by which (effective January 2, 2013) state of South Carolina employees who retire from SCRS or PORS before reaching age 62 and then return to covered employment and earn more than \$10,000 per year in salary from any South Carolina state agency forgo the retirement distribution for the remainder of the calendar year in which the limit is exceeded.
Emeritus	Retired from professional life but permitted to retain as an honorary title the rank of the last office held. Clemson University faculty, upon retirement, may be eligible to receive the title of emeritus or emerita faculty.
Employee	Any person in a non-student position at Clemson University who receives compensation from the University and where the University has the right to control and direct how the work is performed.
Employment Identification Number (EMPLID)	A unique identifier that denotes an employee's employment record in the CUBS system.

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Emeritus	Retired from professional life but permitted to retain as an honorary title the rank of the last office held. Clemson University faculty, upon retirement, are eligible to receive the title of emeritus or emerita faculty.
Employee Assistance Program (EAP)	A program available to employees and their dependents/household members that provides a variety of health and wellness, counseling, referral, and consultation services to assist with work/life issues.
Employee Retirement Plan Contribution Rate	A designated amount paid by the employee set by the PEBA Board each year based on results of the annual actuarial valuation of the PEBA retirement system and statutory requirements.
Employee Tuition Assistance Program (ETAP)	A program through which eligible employees can take college courses through Clemson University at no cost or a reduced cost.
Equivalency	As pertains to the hiring process, an exception to the minimum requirements of a position whereby an applicant's qualifications are substituted for experience or education; granted by OHR's Recruitment unit.
E-Verify	An internet-based system that compares information from the Form I-9 to government records to confirm an individual's authorization to work in the United States.
Executive Leadership Team (ELT)	A standing committee of University executives who report directly to the president. ELT members are the stewards of the university's strategic plan.
Exempt Employee	See "FLSA Status" below.
Exit Interview	A survey conducted when an employee separates from employment with the University. OHR uses exit interview data to better understand why employees leave, what they like (and do not like) about working at the University, and areas for improvement.
Faculty (Academic)	Positions carrying faculty status that provide teaching, research, public service, librarianship, and/or administrative support to University programs.
Fair Labor Standards Act (FLSA)	The United States federal law that establishes minimum wage, overtime pay, record keeping and youth employment standards for employees in the private sector and in federal, state and local government.
FLSA Status	A classification of "nonexempt" by OHR's Classification and Compensation unit is assigned to employees whose jobs are covered by the FLSA's overtime rule. Nonexempt employees are entitled to overtime pay or compensatory time. Employees exempt from the protection of the FLSA are not eligible for overtime pay or compensatory time.
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.
Family Sick Leave	A predetermined amount of available paid time off work for eligible employees due to an immediate family member's illness. An immediate family member is a spouse or child of the employee, or the mother, father, brother, sister, grandparent, legal guardian, or grandchild of the employee or the employee's spouse.
Form I-9	A form issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS). Employers are required to complete the Form I-9 for all newly hired employees to verify their identity and authorization to work in the United States.
Full Time Equivalent (FTE) Position	A regular position authorized by the South Carolina General Assembly that has been assigned a numerical value expressing a percentage of time in hours and of funds related to that position. A full FTE position has standard hours of 37.5 hours per week. An FTE position is not temporary or intermittent in nature.
Full-Time Position	Any position with standard hours of 37.5 or more per week, including temporary and regular FTE positions.
Good Faith	Honesty of intention; a sincere belief or motive without any malice or the desire to defraud others.

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Grant Personal Leave	A predetermined amount of available paid time off work for eligible employees 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 a spouse or child of the employee or the mother, father, brother, sister, grandparent, legal guardian, or grandchild of the employee or the employee's spouse.
Grant Personal Leave Payout	A lump-sum payment of unused grant personal leave hours to be paid out to eligible employees at the time of their separation from employment or movement into an ineligible position.
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 South Carolina Code of Laws.
Hire Phase	The third and final phase of the hiring process, includes selection of final candidate, background checks, extension and acceptance of job offer, and hire.
Hiring Process	The established process for hiring Clemson University employees. The process consists of three phases: request, recruit and hire, and is followed by the onboarding process.
Hiring Manager	The individual with the authority and responsibility for managing a hire.
Holiday Compensatory Time	Compensation in the form of leave credits equal to the total hours worked during a University-observed holiday, not to exceed the employees average workday.
Home Department	The department for which an employee's primary duties are performed. As pertains to the Dual Employment Policy, the home department is the location of the employee's FTE position. As pertains to student workers, the home department is the first of the departments for which the student is currently working to have hired the student.
Human Resources (HR) Partner	An employee of the Office of Human Resources assigned to a college or division to support the specific human resources needs of that budget center.
Impact Statement	Brief, confidential document that proposes a new policy or major revisions to an existing policy. The document describes the background, justification and the likely impact of a new or revised policy.
Incentive Bonus	A monetary payment to an employee for meeting specific written criteria established in the annual Bonus Guidelines and contributing to the mission of the University.
Initial Administrative Period	As pertains to benefits eligibility for variable-hour employees: a review period that begins the day after the initial measurement period ends, and ends the last day of the same month. Clemson University uses this time to review the employee's hours over the initial measurement period, and, if the employee is eligible, offers state insurance benefits to the employee the first of the following month.
Initial Measurement Period	As pertains to benefits eligibility for variable-hour employees: a review period that begins the first of the month after the date of hire and ends 12 months later. Clemson University reviews the employee's hours over the initial measurement period to determine future eligibility for benefits.
Initial Stability Period	As pertains to benefits eligibility for variable-hour employees: a review period that begins the day after the initial administrative period ends and lasts for 12 months. During this period an employee cannot lose eligibility for benefits regardless of the number of hours worked unless employment ends.
Institutional Base Pay (IBS)	The annual compensation paid by Clemson University for the duties associated with an individual's appointment(s) or position, whether that individual's time is spent on research, teaching, administration or service, and whether the individual is appointed full or part time.
Intermittent Position	A part-time temporary (non-FTE) position used to manage periodic, sporadic or occasional work needs. The work associated with an intermittent position is recurring or reappearing now and then,

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	irregular, random and/or unpredictable. The work can occur in isolated instances or stop and start at intervals.
International Student Worker	A Clemson University student (undergraduate or graduate) who is an F-1 or J-1 student visa holder and is employed by the University in a student position.
Involuntary Reassignment	The movement of an employee's principal place of employment in excess of 30 miles from the prior work station at the initiative of the University. However, the reassignment of an employee by the University in excess of 30 miles to the nearest facility with an available position having the same state salary range for which the employee is qualified is not considered involuntary reassignment. (See "Reassignment" below.)
Involuntary Separation	The removal of an employee from a position against his or her will. Involuntary separation, also known as termination, is initiated by the University for one or more of the following reasons: <ul style="list-style-type: none"> • institutional contingencies or financial exigencies • failure to return to work following expiration of authorized leave options • repeated or severe misconduct • repeated or severe substandard performance
Job Abandonment	A voluntary separation initiated by an employee's failure to report to work for three consecutive workdays without directly notifying the supervisor of the reason for the absence.
Job Evaluation	Job evaluation is the determination of appropriate classification, FLSA status, and salary range based on the analysis of the position's duties, responsibilities, complexity, required skills and experience and decision-making and budgetary responsibility. The evaluation uses established standards to appraise the value of the position in relation to other positions.
Leave Transfer Program (Leave Pool)	A central reserve of employees' donated sick leave and annual leave hours, available for use by eligible employees who have experienced a personal emergency and have exhausted all accrued paid leave balances.
Market Analysis	An evaluation of the content and essential functions of a position followed by a comparison to similar positions in relevant markets using data from credible published salary surveys to establish a market-competitive salary range for the position.
Mediation	As pertains to Clemson's Grievance Policy: An alternative dispute resolution process whereby a mediator who is an impartial third party acts to encourage and facilitate the resolution of a dispute without prescribing what that resolution should be. The process is informal and nonadversarial with the objective of helping the disputing parties reach a mutually acceptable agreement.
Minor	An individual who has not yet reached the age of eighteen.
Motor Vehicle Record Check	Verification of an individual's driving record for positions that require a valid driver's license and an acceptable driving record as defined by the South Carolina Fleet Safety Program standards.
National Sex Offender Registry Check	A check conducted by OHR to determine if a candidate, employee or volunteer is listed on the National Sex Offender Registry. See Clemson's Background Check Policy.
New Full-time Employee—PEBA	As pertains to insurance eligibility: A newly hired employee who was determined by the employer, as of the date of hire, to be eligible for the state insurance package. Note that PEBA uses the term "full time" (as defined by the Affordable Care Act) to mean standard hours of 30 or more per workweek.
New Variable-hour, Part-time or Seasonal Employee—PEBA	As pertains to insurance eligibility: A newly hired employee who is not expected to be credited an average of 30 hours per week for the entire measurement period, as of the date of hire. Therefore, the employer cannot reasonably determine eligibility for the state insurance package as of the date of hire. Note that PEBA uses the term "part time" (as defined by the Affordable Care Act) to mean standard hours of fewer than 30 per workweek.
Non-Covered Employee	An employee in a probationary, temporary, time-limited, temporary grant, research grant or other position that is exempt from the State Employee Grievance Procedure Act.

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Nonexempt Employee	An employee covered by (not exempt from) the protections of the Fair Labor Standards Act (FLSA). A nonexempt employee is subject to the FLSA's minimum wage, overtime and record keeping requirements.
Non-State Insurance Programs	Voluntary insurance programs available outside of the state health insurance package, including Aflac accident, cancer, and critical illness coverage as well as MetLife life insurance coverage. University-approved third-party vendors administer the programs.
Normal Hours	The specific schedule an employee is expected to work each week. An employee's normal hours follow the normal office hours for Clemson University (8 a.m. to 4:30 p.m. Monday through Friday, allowing for a one-hour lunch break between 11 a.m. and 2 p.m.) unless the employee is informed otherwise by his or her supervisor.
Notice of Intent to Separate	Written or oral notification of intent to separate from employment. The University expects resigning or retiring employees to submit notice to the supervisor, when possible, in the timeframe established for the position. Notice of intent to separate may not be rescinded, nor may the separation date be changed, except with prior approval by the CHRO or designee.
Offboarding	Offboarding is the formal process for managing the end of an employment relationship between an individual and Clemson University. Offboarding ensures that separations from employment are compliant, timely and consistent.
Ombudsman	An independent, informal, neutral and confidential resource who provides assistance to members of the University community in exploring options to resolve problems, complaints and conflicts when normal processes and procedures have not worked satisfactorily. This assistance is a supplemental resource and does not replace formal administrative channels.
Onboarding	An OHR program that offers new employees resources and transition assistance throughout the first year of employment.
Ongoing Employee	As pertains to benefits eligibility: any employee who has worked with Clemson University for an entire standard measurement period; used to calculate benefits eligibility.
Optional Holiday	A period equivalent to an employee's average workday that an eligible employee can use to observe a holiday outside the posted University holiday schedule (or applicable holiday schedule).
Other Leave Programs	Additional types of paid and unpaid leave available to eligible employees, 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.
Overtime	All hours worked in excess of 40 hours per workweek, not to include leave time or holiday time. For nonexempt employees, overtime is compensated at 1.5 times the employee's regular hourly rate of pay for a 40-hour workweek. Employees whose positions are exempt from the FLSA are not eligible for overtime compensation.
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.
Paid Service Hours	Each hour for which an employee or student worker is paid or entitled to payment for the performance of duties as directed or assigned by a supervisor. For student workers, paid service hours do not include independent, unpaid efforts required to maintain academic progress, advance professional development or complete a dissertation or thesis.
Part-time Position	Any position with standard hours less than 37.5 per week, including temporary and regular FTE positions.
PeopleSoft (CUBS-HR)	Clemson University Business Services-HR. A system that provides implementation and maintenance support for strategic administrative applications at Clemson University.
Performance Bonus	A monetary payment to an employee for meeting specific written criteria established in the annual Bonus Guidelines and contributing to the mission of the University.

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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, see the <i>Clemson University Compensation Guidelines</i> .
PerksCard	A voluntary discount program to which employees can subscribe.
Police Officers Retirement System (PORS)	A PEBA-approved retirement plan primarily for police officers, firefighters, peace officers, coroners, magistrates and probate judges. The plan bears the investment risk and provides a monthly annuity based on a statutory formula rather than the balance in a member's account. The contributions made by the member and Clemson University and the investment earnings on those contributions are used to fund retirement benefits. The PORS plan is a 401(a) defined benefit plan.
Position Description	A structured document that clearly notes the duties and responsibilities, the performance characteristics/expectations, and the skills, knowledge, and qualifications associated with the position.
Primary (Home) Agency	As pertains to Clemson's Dual Employment Policy: The state agency in which the employee's home department is located.
Primary Hiring Department	The first of the departments for which an employee or student worker is currently working to have hired the individual.
Probationary Employee	A full-time or part-time employee occupying a part or all of an established FTE position who is in the initial working test period of employment with the state of twelve months' duration.
Promotion	The assignment of an employee by the appointing authority from one established position to a different established position having a higher state range or, for positions without a state salary range, having a higher rate of pay. Failure to be selected for a promotion is not a grievable adverse employment action.
Promulgation	Official declaration that policy is in effect.
Public Employee Benefit Authority (PEBA)	The South Carolina Public Employee Benefit Authority; regulates and manages state retirement/insurance plans.
Punitive Reclassification	The assignment of a position in one class to a different class with a lower pay band with the sole purpose of penalizing the covered employee.
PEBA Retirement Application	An application submitted by an employee retiring from the SCRS or PORS benefit plans; required by PEBA in order to receive retirement benefits.
Reasonable Lactation Break	A break from work permitted for a nursing mother for up to one year after a child's birth in order to express breastmilk. "Reasonable" should be established through consideration of the circumstances, and the length of a break might be extended by individual needs and travel time to a suitable wellness room. Supervisors may permit extensions of break time, flexible work hours and flexible scheduling of breaks.
Reassignment	The movement within the University of an employee from one position to another position having the same state salary range or the movement of a position within the University that does not require reclassification.
Reclassification	The assignment of a position in one class to another class that is the result of a natural or an organizational change in duties or responsibilities of the position. <ul style="list-style-type: none"> • <i>Upward</i>: The position moves from one class to another class having a higher state salary range. • <i>Downward</i>: The position moves from one class to another class having a lower state salary range. • <i>Lateral</i>: The position moves from one class to another having the same state salary range.
Records Management	State-regulated guidelines that outline which personnel records must be retained when an employee leaves the University and how long existing personnel records must be kept.

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Recruit Phase	The second phase of the hiring process, during which the job is advertised, candidates are screened and interviewed, and a final candidate is selected.
Recruitment Plan	A strategy for advertising a position that takes into account both the needs of the department and the mission and goals of the University.
Reduction in Force	A determination by the University to eliminate 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.
Request (to Recruit) Phase	The first phase of the hiring process during which the hiring manager develops a recruitment plan and obtains administrative and OHR approval to begin recruiting for a position.
Resignation	A voluntary separation from employment communicated to the supervisor in accordance with the process specified for the position in the <i>Guidelines for Separating from Employment</i> and, when applicable, the <i>Faculty Manual</i> .
Retaliation	Any action, behavior or statement intended to punish or be detrimental to an individual who 1) has filed a complaint or reported a possible violation of law or policy, 2) has cooperated with an investigation of a complaint, or 3) is perceived to be considering filing a complaint.
Retiree	Either an SCRS/PORS member who 1) has separated from employment with a S.C. state agency and 2) is eligible for and has elected to receive state retirement benefits or an ORP member who has separated from employment with Clemson University via retirement.
Retirement	A voluntary separation from employment with a S.C. state agency in which the employee is eligible for and elects to receive state retirement benefits.
Retirement Incentive Program (RIP)	A voluntary incentive program used by colleges/divisions to adjust personnel numbers within their area. The RIP offers an incentive to eligible faculty and staff to retire (or retire early) within a timeframe established by the program, and participation is at the discretion of the eligible employee. Eligibility is based on both state retirement rules and the specific criteria of the college/division, as the RIP offers state agencies flexibility in establishing their own requirements.
Safety or Security Sensitive Positions	For a definition of the Safety or Security Sensitive positions, please refer to the Drug and Alcohol policies.
Search Committee	A team of individuals selected to participate in the recruitment and selection process for a hire.
Search Committee Chair	A person appointed to lead a search committee in an employee search.
Secondary (Requesting) Agency	As pertains to dual employment: the state agency in which external dual employment occurs.
Secondary Department	The second or subsequent of the departments for which an employee or student worker is currently working to have hired the individual after the initial hiring by the primary hiring department. Dual employment: The department for which an employee's dual employment duties are performed.
Separation from Employment	Action initiated by either the University or the employee that ends the employment relationship.
Service Buy-In	Additional service credit that active members of SCRS/PORS may establish through 1) various types of previous employment or leaves of absence and 2) up to five years of non-qualified service (service not associated with any specific employment).
Severance Pay	Money paid to an employee upon termination from employment. Also called terminal pay.
SEVIS	Student and Exchange Visitor Information System. SEVIS is a Department of Homeland Security web-accessible database used by the Department of State and the Student and Exchange Visitor Program (National Security Investigations Division) to track and monitor schools; exchange visitor programs; and F, M and J nonimmigrants in the United States to participate in the U. S. education system.

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Sick Leave	A predetermined amount of available paid time off work for eligible employees due to personal illness.
SkillSurvey	An online reference checking tool; recommended by OHR for checking candidate references.
South Carolina Retirement System (SCRS)	A PEBA-approved state retirement plan that bears the investment risk and provides a monthly annuity based on a statutory formula rather than the balance in a member's account. The contributions made by the member and Clemson University and the investment earnings on those contributions are used to fund retirement benefits. The South Carolina Retirement System plan is a 401(a) defined benefit plan.
Stability Period	As pertains to benefits eligibility: a 12-month period—January 1 to December 31—during which an ongoing employee cannot lose eligibility for benefits regardless of the number of hours worked. An employee deemed eligible for coverage during the administrative period remains eligible for the entire plan year unless employment ends.
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.
Standard Hours	Designated number of work hours per week for an employment position. In accordance with South Carolina state guidelines, the standard hours of a full-time employee shall be no less than 37.5 hours per workweek. All other schedules shall be designated in one-hour increments (e.g., 20 standard hours, 32 standard hours).
Standard Measurement Period	As pertains to benefits eligibility: a 12-month period—October 4 to October 3—used by the University to determine an employee's benefits eligibility for the upcoming plan year.
State Health Insurance Package	PEBA-sponsored health insurance programs including medical, dental and vision coverage; life insurance; long-term disability insurance; and the option to enroll in tax-free savings accounts.
State Human Resources Director	The head of the Office of Human Resources of the Department of Administration.
State of South Carolina Holiday Schedule	The official listing of the state of South Carolina observed holidays per calendar year.
State Optional Retirement Program (State ORP)	A PEBA-approved retirement plan that provides an account into which the member and Clemson University contribute. Members of the State ORP choose how to invest their funds within the plan's investment options and bear the risk of the investments. The retirement benefit consists of the balance in the account when the member retires. The State ORP plan is a 401(a) defined contribution plan.
State ORP Open Enrollment	A period from January 1 to March 1 each year during which State ORP participants can change State ORP vendors or, if eligible, irrevocably elect to participate in the South Carolina Retirement System (SCRS).
State ORP Vendor	PEBA-approved investment vendor for State ORP participants.
State Retiree Insurance Package	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.
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).
Student Position	A position designated specifically for student employment.

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Student Worker	An individual enrolled as a student (undergraduate or graduate) at Clemson University and employed by the University in a student position.
Succession Planning	A process for identifying and developing internal people with the potential to fill key positions in the University. Succession planning is a key element in creating an experienced and capable candidate pool and retaining the University's top talent.
Supplemental Pay	Compensation given, usually on a temporary basis, for duties or responsibilities in excess of the primary position or appointment. Where a supplement is deemed recurring or indefinite and is aligned with the employee's appointment, it should be included in Institutional Base Salary (IBS).
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.
Suspension	An enforced leave of absence without pay pending investigation of charges against an employee or for disciplinary purposes.
Telecommuting	A work arrangement in which a supervisor directs or permits an employee to perform usual job duties away from the central work place.
Temporary Employee	A full-time or part-time employee who does not occupy a regular (FTE) position and is not a covered employee; may occupy a temporary, time-limited, temporary grant, intermittent or seasonal position.
Temporary Grant Position (TGP)	A temporary (non-FTE) position funded by an approved grant for the duration of the grant.
Temporary Position	<ol style="list-style-type: none"> 1. A non-regular (non-FTE) position that does not exceed 12 months in duration and is used to offset increased work demands or staff special projects. 2. A non-regular (non-FTE) position type, to include: temporary (Temp), time-limited (TLP), temporary grant (TGP), intermittent (INT) and seasonal positions.
Termination	See "Involuntary Separation."
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 .
Tiger Talent	The web-based entry point for initiating staff hiring actions, Tiger Talent enables hiring managers to quickly and accurately request and obtain approvals required for recruitment of a position.
Time Capture System	Electronic time-tracking system that allows an employee to record and report hours worked.
Time-limited Project Position (TLP)	A full- or part-time temporary (non-FTE) position funded by a contract or other special project. The time-limited position is only viable as long as the contract is in force or the special project is active.
Transfer	The movement to a different agency of an employee from one position to another position having the same state salary range or the movement of an employee from one agency to another agency that does not require reclassification.
Transition Planning	Proactive planning on the part of the manager and separating employee to achieve knowledge transfer and a smooth transition from incumbent to successor
Trial Period	The six-month period following a promotion, transfer, reassignment, reclassification or demotion of a covered employee. During the trial period, an employee can be demoted to the same class or class of comparable or higher grade from which promoted. An employee demoted prior to the expiration of the trial period cannot grieve the demotion as long as the demotion is to the same class or class of comparable or higher grade from which promoted.
Truescreen	An online tool for screening employees; used by OHR for pre-employment background checks on final candidates.

Clemson University OHR Glossary of Terms

Unauthorized Work	Work performed by an employee in an hourly or salaried, nonexempt status without the employer's permission or contrary to the employer's instructions.
Unclassified Position	A position in state service that has been assigned an unclassified title that is not subject to the Position Classification Plan.
Underutilization Report	A report that informs hiring departments of groups that are under-represented in a given position.
University Holiday Schedule	The official listing of University-observed holidays.
Unpaid Leave of Absence	An approved leave of absence during which an employee is not paid.
Variable Pay	Compensation given as a one-time, lump-sum bonus or award.
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.
Voluntary Separation	A separation from employment with the University instigated by the employee. Includes resignation, retirement and job abandonment.
Voluntary Separation Plan (VSP)	A voluntary program used by colleges/divisions to adjust personnel numbers within their area. The VSP offers an incentive to eligible faculty and staff to separate from the University within a timeframe established by the program, and participation is at the discretion of the eligible employee. Eligibility is based on specific criteria established by the college/division.
Volunteer Position	<p>A position that meets the following criteria:</p> <ul style="list-style-type: none"> • Services are performed for a non-profit organization for public service, religious or humanitarian objective. • The volunteer has no expectation or receipt of compensation. • The volunteer does not displace a paid employee. • The volunteer is not coerced or pressured in any way into performing the services rendered. <p>Volunteer services are not the same type of services that an individual is employed to perform for the University. Individuals are not allowed to volunteer in the position for which they were or hope to be employed by the University.</p>
Vulnerable Adult	A person eighteen years of age or older who has a physical or mental condition which substantially impairs the person from adequately providing for his or her own care or protection. This includes a person who is impaired in the ability to adequately provide for the person's own care or protection because of the infirmities of aging including, but not limited to, organic brain damage, advanced age, and physical, mental, or emotional dysfunction.
Waiver	See "Direct Hire."
Wellness Room	A private non-bathroom place for members of the Clemson community to engage in self-care activities, such as expressing breast milk or addressing medical needs. A wellness room may be a private office and it may be temporary, and it must have the following attributes: clean, adequate lighting, electric outlet, and access to a clean water source and a sink.
Workweek	A fixed, regularly recurring period used to measure hours worked. The official Clemson University workweek begins at 12:00 a.m. each Sunday and runs for seven consecutive days (168 hours) through Saturday at 11:59 p.m. Under the state of South Carolina guidelines, the standard full-time employee workweek shall be no less than 37.5 hours.