

Change Log July 25, 2019

Topic	Policy/Procedure	Date	Change
Alcohol and Controlled Substance Testing (CDL)	Policy	05/27/2009	None
Alcohol and Controlled Substance Testing (CDL)	Policy	05/21/2018	This policy was discontinued. CDL information consolidated with the Drug and Alcohol Testing for CU Police and Fire Department and renamed the Drug and Alcohol Testing Policy. (See Drug and Alcohol Testing Policy below for further changes).
Applicant Selection – Selection of Non-Academic Employees	Policy	11/09/2011	Added clarification: This policy is for applicant selection of Non—Academic Employees. In order to conform to Affirmative Action, Equal Employment Opportunity, and Americans with Disabilities Act, added the following statement: The recruitment and referral of qualified applicants to all on—campus vacant staff positions is a responsibility of the Department of Human Resources. Clemson University is an Affirmative Action/Equal Employment Opportunity employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran status. Each vacant staff position requires a job description which complies with the provisions of the Americans with Disabilities Act specifying the essential and non—essential duties and responsibilities of the job.
Applicant Selection – Selection of Non-Academic Employees	Policy	04/24/2017	Policy discontinued upon posting of new Hiring Policy.
Applying for a Social Security Number	Procedure	12/13/2011	New Procedure resulting from International Employees & Taxation moving to the Office of Human Resources
Applying for a Social Security Number	Procedure	06/22/2017	Procedures updated and reformatted. Linked to International Employees at Work website.
Applying for a Social Security Number	Procedure	07/18/2017	Updated link to revised Employment Verification Policy.
Award Program	Policy	11/21/2011	Updated links to forms and related documents. For approvals, require that the Request for Lump Sum Payment be approved by the respective Vice President/Provost and submitted to the Office of Human Resource prior to submitting the online special pay form.
Background Checks	Policy	05/13/2013	New Policy approved by Administrated Council on May 13, 2013.
Background Checks	Policy	10/21/2014	Section 1.-b: The final sentence was changed to read: "Students teaching courses or working with and having independent access to children less than 18 years of age must undergo a criminal conviction check."
Background Checks	Policy	02/05/2016	Change recommended by internal audit and Pre-collegiate Programs Office to ensure all Clemson personnel have up to date background checks prior to any Clemson-program related interaction with minors. Policy update more clearly aligns with PcPO and other campus policies.
Background Checks	Procedure	02/05/2016	All HR managers are now known as HR partners campus wide. Updating procedure to align with practice –background checks are now completed all online in Truescreen with the exception for minors – who legally must get written consent from parent/guardian. Clarification of end-process procedure for background checks – must also receive all hire approvals prior to actually hiring candidate. Previous procedure is no longer correct with the new hiring process

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Background Checks	Policy	04/06/2017	Reformatted; clarified how applicant can contest results of the background check; removed responsibility for the cost of the background check.
Background Checks	Procedure	04/06/2017	Updated and reformatted.
Bonus Program	Policy	11/09/2011	Updated Proviso number and hyperlink.
Bonus Program	Policy	06/20/2011	A change was submitted for review regarding the amount of the life science act bonus that requires presidential approval. It was determined the change was not needed. This resulted in a revision date of 6/20/2011 on the policy.
Bonus Program	Policy	05/04/2010	Change Proviso # for Employee bonuses from 89.79 to 89.77 to match State Regulations. Added the words <u>State</u> and <u>other sources</u> of revenue may used to fund these bonuses (last paragraph of policy).
Bonus Program	Policy	03/13/2019	Discontinued upon posting of updated Compensation Policy.
Breaks/Rest Periods	Procedure		Deleted: There was no supporting document/policy/regulation.
Categories of Positions	Policy	11/14/2011	Updated departmental information and links.
Categories of Positions	Policy	03/13/2019	Discontinued upon posting of new Classification and Personnel Actions Policy.
Classification and Personnel Actions	Policy	03/13/2019	New policy replacing the following policies: Categories of Positions Policy Classification Plan Policy Promotions Policy Reassignments and Transfers Policy Reclassification Policy Temporary Classification Policy
Classification Plan	Policy	12/09/2011	Formatting edits only
Classification Plan	Policy	05/19/2016	Changed from "Request to Recruit or Fill Position form" to "Tiger Talent". Changed link as well.
Classification Plan	Policy	06/05/2017	Updated the link to the South Carolina State Class Manual in two places to up-to-date listing.
Classification Plan	Policy	03/13/2019	Discontinued upon posting of new Classification and Personnel Actions Policy.
Compensation	Policy	11/16/2015	New Policy approved by Board of Trustees October 2015
Compensation	Policy	04/06/2017	Reformatted to new format; removed reference to volumes; updated definitions to match OHR Glossary of Terms; removed specific responsibilities of the Compensation Committee and refered reader to the Compensation Committee Charter for up-to-date responsibilities; added additional responsibility for president (Approve compensation actions as outlined in the Compensation Guidelines.)

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Compensation	Policy	07/20/2018	Statements added to name and more clearly define authority and accountability of the president, the chief human resources officer and the Executive Leadership Team in regard to outcomes of the compensation policy and strategy; statements added to more clearly outline role of the chief human resources officer; in mission of Board of Trustees Compensation Committee, "Carnegie Research Very High status" replaced with "Carnegie R1 classification"; statement added to designate authority for approving exceptions to policy, practice or guidelines to chief human resource officer and president in consultation with Executive Leadership Team; statement added to reflect that required approvals "must be documented in writing and may not be delegated."
Compensation	Policy	03/13/2019	Updated Compensation Policy replacing the following Policies: Bonus Program Policy Equal Pay Provisions Policy Life Sciences Act Bonus Program Policy
Compensation	Guidelines	07/16/2015	New Guidelines
Compensation	Guidelines	07/20/2018	Significant changes to market position strategy to include advanced salary comparisons and data sources; position categories expanded from three to four—"staff" and "administrative" now separate categories; design and formatting changes to document; consolidated information presented in appendices.
Compensation	Guidelines	02/01/2019	Updated guidelines approved by BOT, February 2019.
Compensation Policy for Classified and Unclassified (non—faculty) Positions	Policy	07/07/2011	Approval by Admin Council
Compensation Policy for Classified and Unclassified (non—faculty) Positions	Policy	11/16/2015	Replaced by new Compensation Policy and Guidelines
Compensation Policy for Faculty Positions	Policy	07/07/2011	Approval by Admin Council
Compensation Policy for Faculty Positions	Policy	11/16/2015	Replaced by new Compensation Policy and Guidelines
Conduct of Employee and Confidentiality of Official Information	Policy	11/09/2011	Deleted: This policy has been integrated into the Ethics policy.
Conflict of Interest	Policy	11/09/2011	Deleted: This policy has been integrated into the Ethics policy.
Conflict of Interest	Policy	10/01/2018	Now one of three Conflict of Interest policies, this is no longer an OHR policy. While OHR will maintain this policy, the Executive VP for Finance and Operations and the provost are now the responsible executives. Online Knowledge Center created.
Conflict of Interest (Financial)	Policy	10/01/2018	Now one of three Conflict of Interest policies, this is no longer an OHR policy. While OHR will maintain this policy, the Office of the VP for Research is responsible for the policy. Online Knowledge Center created.
Conflict of Interest (Umbrella)	Policy	10/01/2018	Now one of three Conflict of Interest policies, this is no longer an OHR policy. While OHR will maintain this policy, the Executive VP for Finance and Operations and the provost are now the responsible executives. Online Knowledge Center created.
Contact with State Officials	Policy	02/14/2012	Updated Department information and links
Create/Update, Post, and Fill a Classified Position	Procedure	11/09/2011	Formatting edits only

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Create/Update, Post, and Fill a Classified Position	Procedure	04/24/2017	Procedure discontinued upon posting of new Hiring Policy. Procedure obsolete.
Create, Post, Fill Temporary Position	Procedure	02/16/2016	This procedure is no longer valid. It has been deleted. Instructions are available through the Human Resources Service Center website.
Create, Post, Fill Temporary Position	Procedure	11/14/2011	Formatting edits and updated hyperlinks.
Create/Update, Post, and Fill a Permanent Unclassified Position	Procedure	11/14/2011	For clarification purposes, added that the applicants interviewed (if the position is under—represented) must be qualified applicants.
Create/Update, Post, and Fill a Permanent Unclassified Position	Procedure	04/24/2017	Procedure discontinued upon posting of new Hiring Policy. Procedure obsolete.
Determining FLSA Status of Positions	Procedure	11/14/2011	For clarification purposes: stated that the Office of Human Resources will determine the appropriate FLSA status based on State and Federal Laws.
Discipline	Policy	02/09/2012	Formatting changes only
Discipline	Policy	05/04/2010	The former Progressive Discipline policy was replaced with this streamlined discipline policy. The discipline guideline chart now shows a range of disciplinary actions rather than a specific disciplinary action.
Discipline (for Covered Employees)	Policy	04/02/2019	Updated to new policy format; updated range of disciplinary actions; added to reporting requirements; included new language on suspension pending investigation.
Discipline (for Non-Covered Employees)	Policy	04/29/2015	Made effective for non-covered employees.
Discrimination/Harassment Complaints	Policy	11/09/2011	This policy is under the purview of Access and Equity. Employees should refer to A&E for guidance.
Discrimination Complaints	Policy	11/10/2011	This policy is under the purview of Access and Equity. Employees should refer to A&E for guidance.
Domestic Violence in the Workplace	Policy	11/09/2011	Updated department information and phone numbers
Drug and Alcohol	Policy	11/09/2011	Updated department information and links
Drug and Alcohol	Policy	03/20/2019	Updated to current policy format; added responsibilities; added acknowledgment requirement for university employees; adapted Procedures section for Note to Supervisors section; adapted Federal and State Penalties and Sanctions section into Disciplinary Sanctions section; struck Health Risks section; expanded Counseling and Treatment section.
Drug and Alcohol Testing for Clemson University Police and Fire Department	Policy	05/21/2018	This policy was renamed the Drug and Alcohol Testing Policy (see below for further changes).
Drug and Alcohol Testing	Policy	05/21/2018	Reformatted policy. Consolidated the following two drug and alcohol testing policies into a single policy: Alcohol and Controlled Substance Testing Policy (CDL) and Drug and Alcohol Testing for Clemson University Police and Fire Department Policy (non-CDL). Streamlined the policy to articulate a high-level overview of 1) who is subject to testing, 2) mandatory processes, and 3) categories of tests that may be administered to CU personnel subject to testing. Added student workers in safety-sensitive positions to the policy. Added Drug and Alcohol Testing Guidelines in support of the policy. The guidelines contain additional info, details of testing procedures and roles and responsibilities. Moved the following content to the guidelines: prohibited conduct, sanctions, testing procedures, release of information, drug and alcohol awareness.

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Drug and Alcohol Testing	Guidelines	05/21/2018	Created guidelines in support of updated, consolidated Drug and Alcohol Testing Policy. The guidelines maintain a clear difference between CDL testing and non-CDL (Police, Fire and EMS) testing through the use of color-coded boxes whenever differences in the process dictate. Added new content/clarification to the guidelines: who is included in the testing pools; testing process flow charts; legitimate reasons for failing to appear; EAP resources; testing provider info; roles and responsibilities; definitions; mandatory reporting circumstances; recording keeping; pre-employment drug screening requirements; testing locations; added methamphetamines to drug testing list; explanation of random testing; types of tests.
Drug and Alcohol Testing	Guidelines	06/27/2018	In the conducting tests section, list of drugs urine specimens are tested for, changed "opioids" to "opiates."
Drug and Alcohol Testing	Guidelines	07/16/2018	Updated business name change and hours for AnyLabTestNow (formerly Quick Draws) under testing locations quick reference section.
Drug and Alcohol Testing	Guidelines	05/03/2019	All instances of "opiates" updated to "opioids."
Dual Employment	Policy	11/09/2011	Formatting changes only
Dual Employment	Policy	06/12/2017	Updated and reformatted. Removed reference to overload in policy. No change in intent.
Dual Employment	Policy	10/31/2017	Added from discontinued Overtime and Compensable Time Policy: 1. The hours worked in dual employment by an exempt employee are not considered overtime, nor do they count toward overtime and 2. Exempt employees may undertake internal dual employment in a different capacity from their regular employment but not in the same capacity; under "Hours Worked/Leave" # 2: changed "no Clemson University employee can receive additional compensation for services performed..." to "no Clemson University employee can receive compensation for dual employment services performed..."
Dual Employment	Procedure	11/09/2011	Approval change: The President's signature is no longer required for internal or external dual employment requests.
Dual Employment	Procedure	06/12/2017	Updated and reformatted. No change in intent.
Emergency Closing	Policy	06/28/2018	Reformatted policy; updated information on reporting to work during an emergency closing, making up time missed and submitting leave; added information on establishing essential operations and personnel.
Emergency Closing	Procedures	06/28/2018	Reformatted procedures; updated and clarified information on reporting to work during an emergency closing, making up time missed and submitting leave.
Employee Assistance Program	Procedure	11/09/2011	Updated departmental information and links.
Employee Insurance Benefits	Procedure	11/09/2011	Added for clarification: Premiums for all insurance programs are deducted the second check date each month for the following month's coverage. Miscellaneous Other Deductions (MODs) may be deducted as needed to catch up premiums. Employees need to contact the Office of Human Resources for potential options to continue coverage during leave without pay situations, the procedural details and premiums.
Employee Performance Management System	Policy	11/09/2011	Updated departmental information and links.
Employee Performance Management System	Policy	03/01/2018	Changed name of policy to Staff Performance Management Policy. See that listing below for additional changes.

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Employee Recognition Program	Policy	11/09/2011	Added section on ineligibility for clarification: Acceptable service toward a State service award does not include (a) public school teaching, (b) out-of-state service, (c) military service, iether before or after one had become a State employee, and (d) time while on leave without pay status. It should be noted that the time credited toward State service may differ from the time an employee has been credited by the South Carolina Retirement System. For example, purchased military service, out-of-state service, etc. counts toward retirement years but would not be included in years of state service.
Employee Service Award Program	Procedure	11/09/2011	Merged policy with Service Pin policy (duplicate policies). Updated departmental information and links.
Employee Timesheets	Policy	12/01/2016	Replaced by the Nonexempt Employees Timekeeping Policy
Employee Tuition Assistance	Policy	11/07/2017	Name of policy changed from Tuition Assistance Policy. (See Tuition Assistance Policy for changes prior to 11/07/2017.) Policy reformatted to new policy format. Link to ETAP website added; ETAP application requirement removed.
Employee Tuition Assistance	Policy	03/26/2018	Added Clemson's ROTC faculty and staff members as eligible to participate in the ETAP; 4 credit hours per academic term; eligibility criteria: As authorized by South Carolina State Code of Laws (59-111-15), Clemson provides a 100 percent waiver for graduate and undergraduate education courses for up to four credit hours per academic term to ROTC faculty and staff members in the Clemson University military leadership department or the aerospace studies department who are employed by the United States armed service and are assigned to the University on military Permanente Change of Duty Station Orders.
Employment of Minors	Policy	11/09/2011	Updated departmental information and links.
Employment of Minors	Polciy	04/24/2017	Policy discontinued upon posting of new Hiring Policy. Information is covered in the hiring guidelines.
Employment Verifications	Policy	11/09/2011	Formatting changes only
Employment Verification	Policy	07/18/2017	Reformatted to new policy format. Full update. Added section on providing job offer information for international student workers. Updated all links. Linked to Applying for a Social Security Number Procedure. Added link to the Office of General Counsel's FOIA webpage and policy.
Ethics	Policy	11/09/2011	This policy integrates ethical policies on Conflicts of interest, Confidentiality of Official Information, and Nepotism into a single policy. It also redefines the definition of a Family Member per SC HR Regulation 19--701.06 to include mother--in--law, father--in--law, son--in--law, daughter--in--law, grandparent, or grandchild.
Expiration of Leave	Procedure	11/14/2011	Updated departmental information and links.
Expiration of Leave	Procedure	09/01/2017	Procedure discontinued; information that was still relevant is covered in the Separation from Employment Policy.
Faculty Hiring	Procedure	11/21/2011	Updated links
Faculty Hiring	Procedure	04/24/2017	Procedure discontinued upon posting of new Hiring Policy. Procedure obsolete.
Flex--Time and Compressed Workweek	Procedure	11/09/2011	This policy has been combined into the workweek policy.
Graduate Student Employment	Policy	11/21/2011	Updated departmental information and links, and linked to the Graduate School policy and website.
Grievance	Policy	11/09/2011	Updated departmental information and links.

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Grievance	Policy	05/04/2010	In the definitions section of the policy, the language used to define Reduction in Force was rewritten using wording that is consistent with the RIF policy. Under the Procedure section, the third sentence under Informal Resolution was added. Under the Procedure/Formal Resolution section (near the end), the following paragraph was added— "9) Failure by the covered employee to comply with the internal time periods in the University grievance procedure constitutes . . .".
Grievance	Policy	06/28/2017	Policy reformatted and updated, including: made the use of the forms recommended instead of required; explained process of notification if adverse employment action is deemed not grievable; changed Administrative Council member to VP/division head and listed positions that hear grievances; clarified the two-part decision process; added flexibility to the internal timeframe for hearing a grievance; added copies of the Statement of Employee Grievance Petition form and the Statement of Employee Grievance Appeal form as appendices.
Grievance	Policy	03/01/2018	Updated the definition of "covered employee" to align with new Staff Performance Management Policy performance ratings: In the following sentence, [A covered employee is a full-time or part-time employee occupying a part of all of an FTE positoin who has completed the probationary period and has a "successful" or higher overall rating on the employee's performance evaluation and who has grievance rights.] replaced "a 'succeful'" with "an 'improvement needed'".
Grievance	Policy	07/25/2019	Updated contact web addresses and Definitions section (to refer readers to OHR Glossary); Added statement regarding policy applicability for rehired retirees: "This policy does not apply to retired members of the South Carolina Police Officers Retirement System or the South Carolina Retirement System who are hired by an agency to fill all or some fraction of a full-time equivalent (FTE) position covered by the State Employee Grievance Procedure Act."

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Guidelines for Hiring Executive Leadership Team	Guidelines	02/19/2018	<p>Added info on voluntary incentive program participants to the Special Hiring Considerations section of the guidelines. In Special Hiring Considerations (Retirees): added "Retirees may be subject to mandatory breaks in service prior to being eligible for post-retirement employment. Contact an OHR Benefits counselor for employee-specific information. Regarding retirees who participated in a Retirement Incentive Plan (RIP) or a Voluntary Separation Program (VSP), please see the Voluntary Incentive Program Participants section below. Retirees may be subject to earnings limitations in post-retirement employment with a state agency."</p> <p>Removed "Retirees may not occupy FTE positions." Replaced with: Direct hires of retirees are permissible when filling temporary positions only (i.e., temporary, time-limited, temporary grant and intermittent). A retiree may be hired into a regular FTE position only if he or she applies for and competes for the position."</p> <p>Added to this section a subsection on Voluntary Incentive Program Participants: "Individuals who separated from a South Carolina state agency via participation in a Voluntary Incentive Program are subject to the following state-mandated breaks in service before being eligible for employment at Clemson University: Retirement Incentive Plan (RIP)</p> <ul style="list-style-type: none"> • Participants in a Clemson University RIP may be reemployed into an FTE position with the University after a period of no less than two years from the date of separation. • Participants in another South Carolina state agency's RIP may be hired into an FTE position at Clemson after a period of no less than 15 calendar days from the date of separation. • Participants in an RIP may be hired into a temporary position (i.e., temporary, temporary grant, time-limited or intermittent) after a period of no less than 15 calendar days from the date of separation. <p>Voluntary Separation Program (VSP)</p> <ul style="list-style-type: none"> • Participants in a VSP cannot return to an FTE position for two years from the date of separation unless the employee reimburses the agency from which the employee separated on a pro-rata basis for the benefits received."
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Guidelines for Hiring Faculty and Special Faculty	Guidelines	02/19/2018	<p>Added info on voluntary incentive program participants to the Special Hiring Considerations section of the guidelines. In Special Hiring Considerations (Retirees): added "Retirees may be subject to mandatory breaks in service prior to being eligible for post-retirement employment. Contact an OHR Benefits counselor for employee-specific information. Regarding retirees who participated in a Retirement Incentive Plan (RIP) or a Voluntary Separation Program (VSP), please see the Voluntary Incentive Program Participants section below. Retirees may be subject to earnings limitations in post-retirement employment with a state agency."</p> <p>Removed "Retirees may not occupy FTE positions." Replaced with: Direct hires of retirees are permissible when filling temporary positions only (i.e., temporary, time-limited, temporary grant and intermittent). A retiree may be hired into a regular FTE position only if he or she applies for and competes for the position."</p> <p>Added to this section a subsection on Voluntary Incentive Program Participants: "Individuals who separated from a South Carolina state agency via participation in a Voluntary Incentive Program are subject to the following state-mandated breaks in service before being eligible for employment at Clemson University: Retirement Incentive Plan (RIP)</p> <ul style="list-style-type: none"> • Participants in a Clemson University RIP may be reemployed into an FTE position with the University after a period of no less than two years from the date of separation. • Participants in another South Carolina state agency's RIP may be hired into an FTE position at Clemson after a period of no less than 15 calendar days from the date of separation. • Participants in an RIP may be hired into a temporary position (i.e., temporary, temporary grant, time-limited or intermittent) after a period of no less than 15 calendar days from the date of separation. <p>Voluntary Separation Program (VSP)</p> <ul style="list-style-type: none"> • Participants in a VSP cannot return to an FTE position for two years from the date of separation unless the employee reimburses the agency from which the employee separated on a pro-rata basis for the benefits received."
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Guidelines for Hiring Staff	Guidelines	02/19/2018	<p>Added info on voluntary incentive program participants to the Special Hiring Considerations section of the guidelines. In Special Hiring Considerations (Retirees): added "Retirees may be subject to mandatory breaks in service prior to being eligible for post-retirement employment. Contact an OHR Benefits counselor for employee-specific information. Regarding retirees who participated in a Retirement Incentive Plan (RIP) or a Voluntary Separation Program (VSP), please see the Voluntary Incentive Program Participants section below. Retirees may be subject to earnings limitations in post-retirement employment with a state agency."</p> <p>Removed "Retirees may not occupy FTE positions." Replaced with: Direct hires of retirees are permissible when filling temporary positions only (i.e., temporary, time-limited, temporary grant and intermittent). A retiree may be hired into a regular FTE position only if he or she applies for and competes for the position."</p> <p>Added to this section a subsection on Voluntary Incentive Program Participants: "Individuals who separated from a South Carolina state agency via participation in a Voluntary Incentive Program are subject to the following state-mandated breaks in service before being eligible for employment at Clemson University: Retirement Incentive Plan (RIP)</p> <ul style="list-style-type: none"> • Participants in a Clemson University RIP may be reemployed into an FTE position with the University after a period of no less than two years from the date of separation. • Participants in another South Carolina state agency's RIP may be hired into an FTE position at Clemson after a period of no less than 15 calendar days from the date of separation. • Participants in an RIP may be hired into a temporary position (i.e., temporary, temporary grant, time-limited or intermittent) after a period of no less than 15 calendar days from the date of separation. <p>Voluntary Separation Program (VSP)</p> <ul style="list-style-type: none"> • Participants in a VSP cannot return to an FTE position for two years from the date of separation unless the employee reimburses the agency from which the employee separated on a pro-rata basis for the benefits received."
Hiring	Policy	04/19/2017	<p>New Policy issued 24-Apr-2017, with supporting guidelines: Guidelines for Hiring Executive Leadership Team, Guidelines for Hiring Faculty and Special Faculty, and Guidelines for Hiring Staff. The following policies and procedures were discontinued upon posting of this policy, as it made the documents either obsolete or redundant: Applicant Selection Policy; Create/Update, Post and Fill a Classified Position (procedure); Create/Update, Post and Fill a Permanent Unclassified Position (procedure); Employment of Minors Policy; Faculty Hiring (procedure); Hiring Authorizations for Academic Areas (procedure); Hiring Authorizations for PSA Units and Non-Academic Areas (procedure).</p>
Hiring	Policy	02/19/2018	<p>Updated links to OHR Glossary and Ethics Policy; Reworded #13 from passive to active tense and added "individuals who separated from Clemson University or another state agency by means of a volunteer separation program" to the list of individuals who require special consideration when hiring; added web address to policy.</p>

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Hiring an International Employee without a Social Security Number	Procedure	12/05/2011	New Procedure resulting from International Employees & Taxation moving to the Office of Human Resources
Hiring Authorizations for Academic Areas	Procedure	04/24/2017	Procedure discontinued upon posting of new Hiring Policy. Procedure obsolete.
Hiring Authorizations for PSA Units and Non-Academic Areas	Procedure	04/24/2017	Procedure discontinued upon posting of new Hiring Policy. Procedure obsolete.
Holidays	Policy	02/14/2012	For clarification: under ineligibility added the statement that post—doctoral employees and 9—month faculty are not included under this policy. They fall under a separate holiday leave policy as stated in the Faculty Handbook.
Holidays	Policy	05/29/2014	The Goal was expanded to provide time limited employees holiday pay. Eligibility was expanded to include time-limited, temporary grant employees, and post-doctoral employees.
Holidays	Policy	04/02/2018	Name of policy changed to "University Holidays Policy." See University Holidays Policy for further changes.
Hourly Paid Employees	Policy	11/21/2011	Formatting changes only
Internal Promotion/Reassignment for Staff	Policy	11/09/2011	This policy has been combined into the Applicant Selection policy as of October 2011.
International Employment	Procedure	11/21/2011	Updated departmental information and links
International Employment and Tax	Procedure	12/13/2011	Updated departmental information and links
International Student Workers	Policy	05/18/2016	Policy reformatted and rewritten to include information on paid service hour caps and the responsibility for compliance and the consequences of non-compliance for both the international student worker and the supervisor.
Involuntary Reassignment or Demotion	Policy	11/09/2011	This policy was confusing, mixing disciplinary and grievance information. As of October 2011, this policy is deleted, as the information is covered under the Discipline policy and the Grievance policy.
Lactation Support	Policy	02/02/2016	New Policy: The policy is in accordance with the workplace breastfeeding support provision in the Patient Protection and Affordable Care Act (Section 4207), which states that “employers shall provide reasonable, unpaid break time and a private, non-bathroom place for an employee to express breast milk for her nursing child for one year after the child’s birth,” and current South Carolina state law (SC Code §63-5-40), which states that a woman may breastfeed her child in any location where the mother and her child are authorized to be. Supportive lactation policies and practices in the workplace benefit nursing mothers and their babies.

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Lactation Support	Policy	02/08/2017	Reformatted to new policy format. Corrected an error on a telephone number in the Contacts section. Replaced the sentence "Lactation breaks are considered time away from work and are not counted as hours worked." with "Supervisors are not required under the Fair Labor Standards Act (FLSA) to compensate nursing mothers for breaks taken for the purpose of expressing breast milk. However, where supervisors already provide compensated breaks, an employee/student worker who uses the break time to express milk must be compensated in the same way that others are compensated for break time. In addition, the FLSA's general requirement that an employee/student worker must be completely relieved from duty or the time must be compensated as work time applies."
Leave — Annual	Policy	12/13/2011	Expanded eligibility to include Time Limited employees whose standard hours are 20 or greater per week or who are scheduled to work at least on—half of the month on a 12 month basis.
Leave — Annual	Policy	12/18/2014	New eligibility of annual leave for post-doctoral positions.
Leave — Annual	Policy	05/19/2016	Added to the end of the policy: <u>Payment of Unused Annual Leave Upon Separation</u> Upon separation from employment, a full-time equivalent (FTE) employee will receive a lump-sum payment for unused annual leave not to exceed 45 days. Exceptions: (1) Retired members of the South Carolina Police Retirement System (PORS) who are hired by the State are not eligible for a lump-sum payment for unused leave regardless of initial retirement date. (2) All other retirees who were hired by the State after June 30, 2005, are not eligible for a lump-sum payment for unused leave. TERI participants are eligible for a lump-sum payment when their TERI period ends or they otherwise separate from State service. Temporary time-limited employees are not eligible for an annual leave payout upon separation.
Leave — Annual	Policy	06/28/2017	Updated goal from full-time/part-time to "standard hours of 20 or more per week"; listed the types of temporary positions that are ineligible for annual leave; added employees in temporary time-limited positions to those eligible to receive lump-sum payments for unused annual leave (not to exceed 45 days) upon separation from employment; added reference to OHR Glossary of Terms.
Leave — Grant Personal Leave	Policy	02/14/2012	Updated departmental information and links
Leave — Grant Personal Leave	Policy	07/21/2017	Clarification added. Under Process: Added "Upon separation from employment in the eligible grant position, the employee receives a lump-sum payout for any unused grant personal leave." Under Provisos: Deleted "There will be no payouts of unused leave balances at termination of employment."
Leave — Grant Personal Leave	Policy	02/01/2019	Proviso removed: "State law prohibits the carryover of grant personal leave from one calendar year to the next." Added language to communicate new grant personal leave carryover and payout (upon separation from an eligible grant position) maximum of 54 days.
Leave — Hazardous Weather and Emergency	Policy	11/21/2011	Updated departmental information and links

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Leave — Other	Policy	11/21/2011	Originally deleted because these types of leave did not require an additional policy. The need for additional information and procedures is being reevaluated at this time.
Leave — Sick	Policy	12/13/2011	Expanded eligibility to include 9 month faculty, time limited positions whose standard hours are 20 or greater per week or scheduled to work the equivalent of one—half of the workweek during the full school or academic year of nine months or more.
Leave — Sick	Policy	12/18/2014	New eligibility of sick leave for post-doctoral positions.
Leave — Sick	Policy	05/19/2016	Removed from policy the following paragraph: <u>Additional Sick Leave</u> The University President may advance up to 15 workdays of additional sick leave to an employee in extenuating circumstances. The University may advance this leave only upon written verification from a health care practitioner that the employee is expected to return to work within that period of time. If approved, upon returning to work, the employee will have all earned sick leave applied to the leave deficit until the deficit has been eliminated. If the employee separates employment before satisfying the sick leave deficit, and later returns to state employment, the leave deficit will need to be satisfied upon reemployment.
Leave — Unauthorized Absence	Policy	11/09/2011	Added under Process: Employees who voluntarily fail to report to work for three consecutive workdays and fail to contact the agency during this time period will be considered to have voluntarily resigned.
Leave — Unauthorized Absence	Policy	08/27/2018	This policy is now the "Unauthorized Absence Policy." ("Leave —" policies restructuring.)
Life Sciences Act Bonus Program	Policy	11/09/2001	Updated departmental information and links
Life Sciences Act Bonus Program	Policy	03/13/2019	Discontinued upon posting of updated Compensation Policy.
Manual Distribution	Policy	11/09/2011	This policy has been deleted, as policies and procedures are now online and no longer require manual distribution.
Missing Funds and/or Property	Policy	11/21/2011	Updated departmental information and links
NonExempt Employee Timekeeping	Policy	11/29/2016	This interim policy was developed in response to time-sensitive changes in the Fair Labor Standards Act and did not go out to stakeholders for review. The full policy is forthcoming in spring 2017.

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NonExempt Employee Timekeeping	Policy	06/20/2017	Requirements Section: In <u>Nonexempt employee timekeeping</u> added "not to include leave time or holiday time" to the definition of overtime. Added paragraph: <u>Mobile Timekeeping</u> Clemson University allows for the use of mobile devices for timekeeping. However, it is at the discretion of each department to authorize use of a mobile device for tracking time worked. Any employee who uses a mobile timekeeping device must do so in a manner that complies with this policy and any applicable departmental bylaws/guidelines. In <u>Falsification of time records</u> , added: Any attempt "on the part of the employee, the supervisor or another employee" to ... "At the employee level, the recording of "In" and "Out" times while not in an official work capacity (i.e., before arriving at work or after leaving work) is prohibited." Changed "manager" to "supervisor" to be consistent with rest of policy. In Definitions section: "Overtime" Removed "paid" and added "Overtime is compensated at 1.5 times the employee's regular hourly rate of pay for a 40-hour workweek." to make definition consistent with language earlier in the document.
NonExempt Employee Timekeeping	Policy	10/31/2017	Revised wording on CU's official workweek and normal hours to coincide with Workweek Policy; Removed reference to compensatory time; added section on "Overtime and Nonexempt Status"; removed definitions section.
On Call and Call Back Pay	Policy	11/21/2011	Updated departmental information and links
On Call and Call Back Pay	Policy	10/31/2017	Reformatted to new policy format; added wording from Overtime and Compensable Time Policy differentiating between "waiting to be engaged" (which is not counted as hours worked) and "engaged in waiting," (which is counted as hours worked).
Overtime and Compensable Time	Policy	11/21/2011	Updated departmental information and links
Overtime and Compensable Time	Policy	10/21/2014	Section B-6: Deleted this paragraph; Within the provision listed above, it is the responsibility of each Dean or Vice president to develop procedures for the authorization and use of compensatory time for exempt employees and to keep such records as may be required to substantiate the consistent application of the department's procedures.
Overtime and Compensable Time	Policy	10/18/2016	Corrected the overtime compensation calculation to "1.5 times their hourly rate based on a 40 hour work week"
Overtime and Compensable Time	Policy	10/31/2017	This policy has been discontinued; the remaining pertinent information was incorporated into the following policies: Nonexempt Employee Timekeeping Policy, Workweek Policy, On Call and Callback Policy and Dual Employment Policy.
Pay Increase Guidelines	Policy	11/09/2011	This policy has been deleted and pertinent information incorporated into the Compensation plans.
Payroll Deduction	Policy	11/21/2011	Updated departmental information and links
Payroll Process	Procedure	11/21/2011	Updated processes, department information and links.

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Personal Communication Services	Policy	10/22/2018	While OHR manages this policy, the VP for Finance and Operations is charged with departmental responsibility. New policy effective 01/01/2019. Knowledge Center created; eform created.
Personal Communication Services	Procedure	10/22/2018	While OHR manages these procedures, the VP for Finance and Operations is charged with departmental responsibility. New procedures effective 01/01/2019. Knowledge Center created; eform created.
Personnel Policies and Procedures Manual -- Introduction	Procedure	11/21/2011	Updated departmental information and links
Political Office	Policy	02/14/2012	Updated departmental information and links
Probationary Period and Trial Status	Policy	05/12/2011	Updated departmental information and links
Probationary Period and Trial Status	Policy	05/04/2010	In order to be consistent with the EPMS policy, the wording for the performance review ratings were updated in the Probationary Period policy. For example, "meets performance requirements" was replaced with "successful", "below".
Promotions	Policy	12/05/2011	Updated departmental information and links
Promotions	Policy	03/13/2019	Discontinued upon posting of new Classification and Personnel Actions Policy.
Protection of Minors in Youth Programs and Activities	Policy	05/03/2019	Added to OHR Policy and Procedure Library. This is not an OHR policy; the Pre-collegiate Programs Office is the responsible department.
Reassignments and Transfers	Policy	12/05/2011	Updated departmental information and links
Reassignments and Transfers	Policy	03/13/2019	Discontinued upon posting of new Classification and Personnel Actions Policy.
Reclassification	Policy	12/05/2011	Updated departmental information and links
Reclassification	Policy	03/13/2019	Discontinued upon posting of new Classification and Personnel Actions Policy.
Reclassification	Procedure	12/05/2011	Updated departmental information and links
Reclassification	Procedure	03/13/2019	Discontinued upon posting of new Classification and Personnel Actions Policy.
Reduction in Force	Policy	05/04/2010	The word "meets" was replaced with the word "successful". A chart was added to explain how performance appraisal points will be assigned for evaluations completed after 11/1/2009 (effective date of State OHR Model RIF Policy). In the section explaining sequence of reduction in force, a tie--breaker method was added to the policy. As a result of changes to State HR Regulations, language has been added to the Recall Rights and Reinstatement Rights sections explaining restoration of employee benefits if returned to employment within one year after
Reduction in Force	Policy	03/12/2018	Reformatted and updated to align with the new Staff Performance Management Policy (changed definition of covered employee; adjusted the retention points scale to align with the new standards in the Staff Performance Management Policy.

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Regular (FTE) Part—Time and Temporary Teaching Faculty and Staff	Policy	09/18/2014	Update: Based on feedback and further review of the policy, the methodology to calculate paid service hours for part—time and temporary teaching faculty and staff was revised to provide a more accurate reflection of paid service hours worked for course instruction. The standard hours calculation for course instruction changed from 3 standard hours for the first credit hour + 2 standard hours for each additional credit hour, to 3 standard hours for each credit hour.
Reporting Child Abuse or Neglect	Policy	01/04/2019	Added to OHR Policy and Procedure Manual. This is not an OHR policy; the provost is the responsible executive for this policy.
Retirement	Policy	11/21/2011	For clarification, under eligibility stated that all non—student employees subject to FICA are eligible to participate in the retirement system.
Retirement	Policy	11/24/2014	An additional paragraph "Rehire" was added to the policy stating that "CU may rehire a retired employee into a temporary position, as CU deems necessary, in extraordinary situations. Retirees may not be rehired into an FTE position".
Retirement	Policy	06/29/2017	This policy was discontinued upon posting of the new Separation from Employment policy. The information contained within has been incorporated in the Separation from Employment Policy or supporting guidelines.
Retirement	Guidelines	02/28/2018	Adjusted information on postretirement employment to align with current Hiring Policy. Retirees are eligible for FTE positions if they apply for and compete for the position. Direct hires of retirees are limited to temporary positions and are reserved for situations where adequate succession planning is not possible. Individuals who separate from employment via a Voluntary Incentive Program (Retirement Incentive Plan or Voluntary Separation Program) who are seeking reemployment may be subject to additional eligibility criteria. Refer reader to hiring guidelines. Updated links.
Separation from Employment	Policy	06/29/2017	This is a new policy. The following policies were integrated into this policy and discontinued: Retirement Policy; Terminations and Resignations Policy; Terminal or Severance Pay Policy.
Separation from Employment	Policy	12/17/2018	Updated links; language added relating to expectations for separating employees and their supervisors during the transition period.
Service Pins	Policy	11/09/2011	This policy has been integrated into the Employee Service Award policy as of October 2011.
Social Security Taxes	Policy	11/21/2011	Updated departmental information and links
South Carolina State Credit Union	Policy	11/21/2011	Updated processes, department information and links.
Special Payments	Policy	11/21/2011	Updated processes, department information and links.

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Staff Performance Management	Policy	03/01/2018	Changed name of policy from Employee Performance Management System Policy. Added two additional options for review date, such that the college/division can choose the best option for them; introduced competencies to replace performance characteristics; included competencies in overall performance rating; clarified terms of review date, review period; and due dates; updated equivalencies from old scale to new scale; added that exceptions to review periods must be pre-approved by OHR; included developmental goals as a option in performance management.
Summer Compensation for 9--Month Faculty Members	Policy	11/09/2011	This policy has been integrated into the Compensation plans.
Supplemental Pay	Procedure	11/09/2011	This procedure has been integrated into the Compensation plans.
Supplemental Retirement	Procedure	11/21/2011	Updated departmental information and links
Supplemental Retirement	Procedure	02/17/2017	Reformatted to new procedural format. Updated supplemental retirement information.
Telecommuting	Policy	11/21/2011	The employee must be accessible during the specified work hours. The department and the employee agree that, at the department's discretion, the employee may perform assigned work for the agency at a location other than the agency's onsite office as a "telecommuter". * Added section on Advancement: "Telecommuting will not adversely affect an employee's eligibility for advancement or any other employee right or benefit. An employee will be compensated for all pay, leave, and overtime (for non-exempt employees) as if all duties were being performed at the employee's primary workplace." * Added in Workplace Safety: "The employees agrees to designate a separate work space in the alternate workplace for the purposes of telecommuting and will maintain this area in a safe condition, free from hazards and other dangers to the employee and the agency's equipment. To ensure the safety of the work space, the employee agrees to complete and return to the agency a Telecommuting Safety Checklist which will certify the employee's alternate workplace complies with health and safety requirements. The employee must submit this checklist to the agency before he may begin telecommuting. The employee agrees that the agency shall have reasonable access to the alternate workplace for the purpose of inspection of the site and retrieval of state-owned property. * Added section on "Liability and Home Safety: The agency will not be liable for damages to the employee's property resulting from participation in the telecommuting program. In signing this document, the employee agrees to hold the University harmless against any and all claims, excluding worker's compensation claims. The employee accepts responsibility for maintaining the security, condition, and confidentiality of agency equipment and materials (including but not limited to files, applications, manuals, forms) that are at the alternate workplace. No employee engaged in telecommuting will be allowed to conduct face-to-face agency-related business at the alternate workplace, if it is the employee's home. In signing this agreement, the employee verifies that the alternate workplace, if it is the employee's home, is free of safety and fire hazards.
Telecommuting	Policy	11/29/2016	Editorial change under Compressed Workweek: from "and" employee to "an" employee.
Temporary Classification Plan	Policy	11/21/2011	Added: Although agencies are not required by § 8--11--120 of the SC Code of Laws to post job vacancies for non--FTE positions, such as temporary grant or time--limited positions, the Office of Human Resources always encourages departments to post any vacant position to maximize its recruitment and selection opportunities. To assure that the non-- permanent classification plan complies with the University's Affirmative Action Plan, all non--permanent positions should be posted for a period of five (5) working days before any employment commitment may be made.

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Temporary Classification Plan	Policy	03/13/2019	Discontinued upon posting of new Classification and Personnel Actions Policy.
Temporary Light Duty Return to Work Program	Policy	11/21/2011	Updated departmental information and links
Terminal or Severance Pay	Policy	11/21/2011	Note: There is no "terminal pay allowance" or "severance pay" for Clemson University employees.
Terminal or Severance Pay	Policy	06/29/2017	This policy was discontinued upon posting of the new Separation from Employment policy. The information contained within was incorporated in the Separation from Employment Policy or supporting guidelines.
Terminations and Regulations	Policy	11/21/2011	Updated processes, department information and links.
		06/29/2017	This policy was discontinued upon posting of the new Separation from Employment policy. The information contained within was incorporated in the Separation from Employment Policy or supporting guidelines.
Travel Time	Policy	11/21/2011	Updated departmental information and links
Travel Time	Policy	10/18/2016	Responsible Unit changed from Accounting Services to Office of Human Resources
Tuition Assistance	Policy	11/21/2011	Clarification added: Employees may take up to six (6) credit hours per semester. Summer I and Minimester A and B are treated as the same registration. Summer II and Minimester C and D are also treated as the same registration. Therefore, eligible employees may register for one or the other, but not both.
Tuition Assistance	Policy	11/24/2014	Eligibility changed to allow all employees working 30 hours per week or great in a permanent, temporary grant, or time limited position access to tuition assistance. Employees not working 30 hours or greater in a permanent, temporary grant, or time limited position do not qualify for tuition assistance. Removed the requirement for employees to obtain a form from the Undergraduate Admissions Office for special student status as well as the requirements to reapply each semester until 18 credit hours are completed. Employees will not have to apply for admission, teake the SAT, or check with Admission Office on trasncript requirements after taking 18 hours. Also removed from the policy:" An enrolled employee who leaves the University will be allowed to continue the course; however, that person will not be permitted to enroll in additional courses. This benefit covers academic fees only; not medical, laboratory or other incidental fees." Added to the policy is a statement that "Employees must pass the course to receive tuition reimbursement/assistance.
Tuition Assistance	Policy	12/06/2016	Added to bottom of policy: Update:Changes will be coming to this policy in 2017. For more information, go to the Employee Tuition Assistance Program website.
Tuition Assistance	Policy	01/04/2017	Moved to top of policy: Update:Changes will be coming to this policy in 2017. For more information, go to the Employee Tuition Assistance Program website.
Tuition Assistance	Policy	11/07/2017	Name of Policy changed to Employee Tuition Assistance Policy. See Employee Tuition Assistance Policy for further changes.

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Unauthorized Absence	Policy	08/27/2018	Policy previously called "Leave — Unauthorized Absence"; reformatted to new policy format; updated unauthorized absence procedures; established unforeseen absence and absence authorization/approval procedures and responsibilities; expanded collection of reference documents under "Related Resources."
Unauthorized Work	Policy	11/21/2011	Added to eligibility: Hourly employees as well as non—exempt employees
Unauthorized Work	Policy	10/18/2016	Responsible Unit changed from Accounting Services to Office of Human Resources
Undergraduate Student Employment Pay Scale	Policy	11/21/2011	Updated departmental information and links
Undergraduate Student Employment Pay Scale	Policy	07/01/2018	Established reasons for the policy and who should read the policy; updated the undergraduate student pay scale, and further defined the five categories based on skill, job tasks required and supervisory authority; added that all undergraduate student employees must be paid at least the federal minimum wage; reworded for clarity the procedure required of supervisors requesting a pay rate more than the maximum of the range.
University-Required Training	Policy	10/01/2018	New policy approved by Executive Leadership Team effective 10/01/2018.
University Holidays	Policy	04/02/2018	Policy previously called "Holidays Policy" renamed "University Holidays Policy;" reformatted to new policy format; added second year announced schedule with ELT authority to change as needed.
Volunteers	Policy	11/21/2011	Added a statement regarding submitting the disclosure statement: All continuing paid and volunteer staff (continuing means they have not had a break of employment or volunteer time greater than 12 months) must complete and sign a disclosure statement, which should be forwarded to Human Resources prior to beginning the volunteer assignment. A background check should be completed on individuals with a break in employment or volunteer time greater than 12 months.
Volunteers	Policy	03/01/2011	Corrected the the Background Investigation Form wording because of a spelling error and add a link to the Volunteer Release form found on Risk Management & Safety's web page.
Worker's Compensation	Policy	11/21/2011	Formatting changes, updated links
Workplace Violence	Policy	11/21/2011	Formatting changes, updated links
Workweek	Policy	11/21/2011	Combined standard workweek with flex—time, compressed workweek, and special work schedule policies.
Workweek	Policy	05/13/2013	Change in standard workweek from 12:01 am each Friday through Thursday at 12:00am to 12:01 am each Sunday through Saturday at 12:00 am. Also added text: "All other standard workweeks shall be designated in on hour increments (ex. 20 hours, 21 hours, 32 hours, etc.)".
Workweek	Policy	11/29/2016	Correction in standard workweek to start at 12:00 a.m. each Sunday and runs for seven consecutive days - 168 hours through Saturday at 11:59 p.m..

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Workweek	Policy	10/31/2017	Reformatted to new policy format; added description of CU normal business hours and normal work schedule; added from Overtime and Compensatory Time Policy: "Hours worked includes all time an employee is required to be on duty or on the University's premises or at a prescribed workplace for the University and all time during which the employee is permitted to work for the University; revised example list of situations that might be appropriate for flextime or compressed work schedule; added link to OHR Glossary of Terms; updated other links.