

## **Procedure to Request New Classified and Unclassified Titles**

**State of South Carolina – Applies to Public Colleges and Universities Only**

**Proposed November 13, 2014/Updated February 16, 2015**

### **Introduction:**

As a result of the South Carolina Higher Education Efficiency and Administrative Policies Act of 2011 (HEEAPA), institutions of higher learning may request new classified and unclassified titles which represent the administrative and operational needs of their organizations. Since the classifications will be available to all public institutions within the state, such requests must be reviewed and supported by the Council of University and College HR Directors and the South Carolina Human Resource Division.

### **Process:**

In the event an institution of higher learning is in need of a classified or unclassified title that does not currently exist, the institution may submit a written request for the creation of a new title.

Below is the process to request a new title:

- 1) Written request should be submitted to [HEEAPA@ohr.sc.gov](mailto:HEEAPA@ohr.sc.gov). The written request must include:
  - Designation of status (e.g. classified or unclassified)
  - Proposed title
  - Proposed pay band (if applicable)
  - State specification – Classified Titles Only (for desired title and any other titles in series, if applicable)
  - Justification for the new classification (reason new title is needed)
  - Contact name, telephone number and email
  
- 2) Requests will be routed to the Classification/Compensation Subcommittee of the Council of University College HR Directors for review. Consideration of the existing title options, the nature of the titles requested and applicability to higher education as a whole will be taken into account. Generally, new titles will not be created for a single use position. The review could take up to 60 days. Upon thorough evaluation of the request, the subcommittee will make a recommendation to the Council at the next scheduled meeting following the review. The Council will make the final decision regarding the addition of the proposed title.

In the event proposed title is not approved, the institution may submit a request for reconsideration. The request must be made in writing and should include any additional documentation supporting the proposed title. Submissions for reconsideration will be reviewed at the next scheduled Council meeting.

- 3) The Classification/Compensation Subcommittee will work with the State Human Resources Division (SHRD) to establish the new title and post the position to the SHRD website. The State

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Human Resources Director will provide written notification to the public higher education institutions that the new title is available for use.