

## **POLICY: Compensation Increases**

November 2017

---

Clemson Athletics is subject to the compensation policies, procedures, and guidelines established by Clemson University and its Office of Human Resources. From time to time, Clemson Athletics, based on the recommendation of staff supervisors and approval of the Director of Athletics, requests compensation increases for staff members.

Compensation increases for staff members shall be immediately effective upon HR approval when the increase is based on one of the following reasons:

1. Promotion: employee is being promoted into a new position
2. Retention: Athletics seeks to retain employee who has sought or is being sought for employment elsewhere
3. Change in FLSA Status: employee's position's exemption status will change from non-exempt to exempt as a result of compensation and/or duty changes
4. COLA: state-mandated cost of living adjustment (note: state will dictate when this increase is effective)
5. Contractual: employee agreement dictates changes and defines the effective date
6. Discretion: the Director of Athletics authorizes an immediate effective date

Compensation increases for staff members shall be effective on the next applicable increase date (i.e., January 1 or July 1) when the increase is based on one of the following reasons:

1. Elevation: employee's current job is being elevated, promoted as a result of a change in organizational structure
2. Additional Duties: employee has permanently taken on additional duties
3. Market Adjustment: employee's compensation has been identified as below market standards
4. Performance: employee has demonstrated exemplary performance (note: this reason cannot typically stand alone per University guidelines)