



**POLICY:**      **Staff Pay for Performance Increase**

**DATE:**        **April 22, 2026**

This policy applies to all units within the Molinaroli College of Engineering and Computing. The College policy is subordinate to related policies outlined in the [HR 1.37 Pay for Performance](#). In cases of inconsistencies between this policy and the university, state, or federal policies, the university, state, or federal policy rules are the final authority.

**I. Purpose:**

This policy governs the administration of pay for performance (PFP) salary increases awarded to FTE staff in the Molinaroli College of Engineering and Computing.

**II. Definitions:**

**Pay for Performance (PFP):** salary increases awarded to staff on the basis of exemplary performance.

**FTE:** Full-time equivalent

**III. Policy**

- a. **Eligibility:** All employees of the University of South Carolina, except staff during a probationary period or staff serving in a temporary position, are eligible for consideration for a pay for performance salary increase.
- b. **Pay for Performance:** To be eligible, the employee must have a rating of “Successful” or above on the most recent performance appraisal. A “Successful” or above rating does not automatically qualify an employee for a pay for performance salary increase.
- c. **Criteria for Pay for Performance, Funding, Amount, Frequency and Effective Dates:** MCEC follows all rules and regulations related to these areas as outlined in [HR 1.37 Pay for Performance](#).
- d. **Timeline for Request Submission:** PFP requests will be accepted once per year, in conjunction with the EPMS cycle. All requests must be submitted between April 1<sup>st</sup> and June 30<sup>th</sup>. The submission window will only open if funding has been confirmed as available for the current fiscal year. Departments will be notified prior to April 1st if the window will not open.  
  
Requests submitted outside of this window will not be considered unless a special circumstance occurs.



- e. **Submission Process:** All requests must be supported by the department chair or department level supervisor (where applicable) and submitted by the employee's supervisor using the official MCEC Staff Pay Increase Request Form.

Form Link: [MCEC Pay for Performance Pay Increase Request – Fill out form](#)

This form will be processed by the Assistant Dean of Business Operations in conjunction with the MCEC HR team.

**IV. General Provisions**

- a. All requests are subject to available funding and final administrative approval
- b. Submission of a request does not guarantee approval

**V. Cited University, State, and Federal Policy Documents and Guidelines:**

- University of South Carolina HR 1.37: Pay for Performance  
<https://www.sc.edu/policies/ppm/hr137.pdf>
- Molinaroli College of Engineering and Computing Pay Increase Request Form:  
<https://forms.cloud.microsoft/r/TaCBfAi6gb>