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## **D. Classification and Compensation**

### **1. Purpose.**

**1.1 Policies.** This statement sets forth the policies applicable to Employee compensation and Position classification.

### **1.2 Establishment of Regulations.**

**1.2.1 The Administration shall establish and maintain a Compensation Plan** for all staff positions.

**1.2.2 Compensation to Employees for services performed,** and maintenance of records related thereto shall be consistent with applicable laws and regulations.

### **2. Compensation.** The University shall compensate Employees in a manner which:

- Assures consistent treatment of comparable Positions;
- Affords opportunity for recognition of quality of work, continued good service, and outstanding performance; and,
- Takes account of compensation practices outside the University.

### **3. Fund Source and Rate of Pay.** The source of funds shall have no bearing on the rates of pay established for Positions.

### **4. Basis of Earnings.**

**4.1 Non-Exempt Employees.** Earnings are based on the hourly wage rate times the actual hours worked. Hours worked in excess of 40 in a work-week shall be compensated at not less than one and one-half times the regular rate.

**4.2 Exempt Employees.** Earnings are based on the annual salary.

### **5. Determination of Pay Rate.** The rates of pay for Non-exempt Positions shall be determined by the approved Compensation Plan.

### **6. Extra Remuneration Restrictions.** The Administration shall develop and maintain regulations and procedures for providing extra remuneration to eligible employees.