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1. Purpose. To set forth the regulations and procedures for the implementation and administration of the University's compensation programs.

2. Definitions. The following definitions apply to these regulations and procedures.

2.1 "Classification" means a grouping of jobs based on similarity in type of work, level of responsibility and independent judgment, extent of authority, reporting structure, exempt or non-exempt, and other job-related factors to which a job title is assigned and for which a standard range of compensation and minimum requirements are established.

2.2 "Classification Review" means the process of evaluating the assigned duties and responsibilities of a Position, to determine the appropriate Classification.

3. Position Descriptions. A description of duties, responsibilities, and minimum qualifications shall be documented for each Position as approved by the Department Head and Area Head.

3.1 Responsibilities.

3.1.1 The Department Head or designee shall:

- Write or modify Position Descriptions for Positions within the Department;
- Review and update each Position Description annually; and,
- Submit new and updated Position Descriptions to Human Resources for review.

3.1.2 The Assistant Vice President, Human Resources or designee shall:

- Maintain files of all for Staff Position Descriptions; and
- Conduct Classification Reviews of all new and updated Staff Position Descriptions.

3.2 New Positions. A Position Description for new Positions shall be submitted to the Department of Human Resources for review.

3.2.1 Human Resources shall provide a Classification determination to the Department Head and Area Head upon completion of the Classification Review for approval.

3.2.2 No Position shall be established in Banner until a Classification Review has been completed.

3.3 Reclassification Requests. Department Heads may request reclassification of a Position when it appears assigned duties and responsibilities have changed significantly or when an imminent change in assigned duties and responsibilities is pending.

3.3.1 An updated Position Description shall accompany each reclassification request.

3.3.2 The Assistant Vice President, Human Resources or designee shall conduct a Classification Review upon receiving a reclassification request and shall notify the Department Head and Area Head of the determination for approval.

3.3.3 Reclassification may be to a higher or lower level of Classification. Any budgetary increase will have the funding source identified before final approval by the Area Head and President.

3.4 Reclassification and Pay.

3.4.1 An incumbent's pay may be increased upon upward reclassification of a Position.

3.4.2 An incumbent's pay shall normally not be decreased upon a Position being reclassified to a lower Classification.

4. Compensation—General.

4.1 Intent. Compensation paid to Employees is intended to:

- Assure consistent treatment of comparable Positions;
- Afford opportunity for recognition of quality of work, continued good service, and outstanding performance; and,
- Take account of pay practices outside the University.

4.2 Compensation Schedule. The University shall maintain a Compensation Schedule for Staff Employees which shall include a minimum, midpoint, and maximum wage range for each Classification.

4.3 Director Responsibilities. The Assistant Vice President, Human Resources shall be responsible for:

- Recommending to the Provost and VPAA changes in the Staff Compensation Schedule for those Positions within Academic Affairs;
- Recommending to the VPAT changes in the Staff Compensation Schedule for Positions except those within Academic Affairs;
- Monitoring compliance with federal and state compensation laws;
- Verifying the rate of pay;
- Verifying recommended wage increases are consistent with the performance of the Employee; and,
- Verifying recommended increases are equitable in comparison to increases recommended for Employees holding similar Positions within the University.

4.4 Minimum Wage. No University Employee shall be compensated at a rate less than the federal minimum wage.

4.5 Overtime Pay. Non-exempt Employees shall be compensated at a higher rate for any hours worked over 40 during a work week.

4.5.1 The higher rate shall not be less than 1 and 1/2 times the Employee's regular hourly rate.

4.5.2 Hours worked do not include personal and sick leave hours, holiday hours, and other leave hours.

4.5.3 Supervisors shall organize work so that:

- Employees are not required to work in excess of their established work schedules. Extraordinary operating necessities may require exceptions to this; and,
- Employees are utilized fully during the Employees' work hours.

4.5.4 Overtime shall be reviewed routinely by the Department Head.

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

5. Employee Pay Periods.

5.1 Non-exempt and Student Employees. The pay period for these Employees shall be 2 weeks.

5.2 Exempt Employees. The pay period for these Employees shall be a calendar month.

5.3 Schedule of Pay Dates. The schedule of pay dates for all Employees shall be issued by the Payroll Office.

6. Rates of Pay—Non-exempt

6.1 Promotions and Rate of Pay. When promoted, an Employee's rate of pay will be determined as follows:

- If the old rate of pay is less than the minimum rate of the new Position, the rate shall be increased at least to the minimum rate of the new Position;
- If the old rate of pay is within the pay range of the new Position, the Employee may be granted an increase; and,
- The annualized pay may not exceed available funds without approval by the President.

6.2 Transfers and Rate of Pay. Generally there shall be no change in rate of pay for Employees who are transferred within the same Classification.

6.3 Demotions and Rate of Pay. The rate of pay for a demoted Employee shall be within the pay range of the position to which demoted. The rate normally will be lower than the rate received by the Employee prior to the demotion.

6.4 Returning Employees. The rate of pay for a former Employee may be less than the rate the Employee was receiving previously.

7. Accumulated Leave. Employees shall retain accumulated leave balances when changing University Positions. However, this does not apply when the Employee moves to a Position which is not eligible for leave.

8. Extra Remuneration Restrictions. Full-time Employees shall not receive extra remuneration for services reasonably assumed to be a part of their job.

8.1 Exception. Employees may be assigned to teach University courses, and receive extra remuneration for the service. Exceptions are subject to the following regulations:

- The assignment must be outside the scope of the Employee's primary responsibility as determined by the appropriate Area Head;
- The assignment must require the specific professional skills of the individual to be assigned;
- The assignment, in the opinion of the Employee's immediate supervisor and the Employee's Area Head, is achievable without interfering with or detracting from performance of Employee's primary responsibilities;
- Remuneration shall be equivalent to the appropriate per-credit-hour Adjunct Faculty rates in the academic area involved. Exceptions must be approved by the Provost and VPAA;
- The assignment and the extra remuneration must be approved in advance by the Employee's immediate supervisor and by the Area Head to whom the individual reports and the Provost and VPAA; and,
- If the assignment shall be for more than one course per term and/or more than two courses per fiscal year, approval by the Provost and VPAA and the Employee's immediate supervisor is required.