

Part 1

Supervisor 101

Case 1



Sally, a PSS staff member (hourly), has been working for the University for 3 months. She is in need of a medical procedure that will take her out of the office for the month of August for surgery and recovery.

Definitions

Employment Definitions

Exempt

- Exempt employees must:
 - a) Be paid at least \$23,600 per year (\$455 per week), and
 - b) Be paid on a salary basis, and also
 - c) Perform exempt job duties
- Not qualified for overtime

Non-Exempt

- Non-Exempt employees:
 - a) Paid hourly
 - b) Must be paid 1 ½ times their regular rate of pay when they work more than 40 hours in a week
- Qualified for overtime

Employment Definitions

At Will

- An employee can be terminated for any reason and without warning

For Cause

- An employee is terminated for any actions that are considered to be grave misconduct
- Examples:
 - Violation of policy
 - Falsifying records
 - Violence or threatening violence
 - Stealing money or property
 - Lying
 - Harassment

Unions

Employment Groups

- Alliance of Professional Support Staff (APSS)
- Executive, Administrative and Professional (EAP)
- Maintenance, Grounds and Service (MGS)
- Faculty
- Public Safety Staff
 - Command (COAM)
 - Officer (POAM)



Unions

APSS

- All regular full and part-time staff members in clerical, office, technical and engineering classifications
- Excludes: supervisors, faculty, executive, administrative and professional staff members, physical plant operations staff members, campus safety and security staff members, confidential staff members, all temporary staff members and other staff members
- 379 employees
- Current contract dates: 10/1/2014-9/30/2017
 - Bargaining begins Spring '17

MGS

- All regular employees working in Custodial Services, Grounds Maintenance, Building Maintenance and Material and Mail Distribution and Service Staff
- Excludes: office and clerical employees, security employees and guards, students, temporary or executive and supervisory employees
- 168 employees
- Current contract dates: 5/1/2013-4/30/2019

COAM

- All Department of Public Safety employees with the title of Sergeant, Senior Sergeant, or Field Training Sergeant
- Excludes: officers, office and clerical employees, students, temporary, executive administrative professional, and all others not specifically included in Appendix A of contract
- 26 (total in COAM & POAM)
- Current contract dates: 6/1/2015-5/31/2018

POAM

- All Department of Public Safety employees with the title of Officer, Senior Officer, Field Training Officer, or Detective
- Excludes: office and clerical employees, students, temporary, executive, supervisory employees and all others not specifically included in Appendix A of contract
- 26 (total in COAM & POAM)
- Current contract dates: 6/1/2015-5/31/2018

Leaves of Absence & FMLA

Family Medical Leave Act (FMLA)

Overview

- 12 weeks of unpaid leave within a 12 month period
- Provides certain military family leave entitlements
 - Up to 26 weeks to care for a covered service member with a serious illness or injury

Eligibility

- Length of Employment
 - Employed for at least 12 months
- Employee Effort
 - Worked at least 1,250 hours in the preceding 12 months

Qualifying Events

- Birth of a child
- Placement of a child with employee
 - Adoption or foster care
- Employee's serious health condition
- Care for a family member with a serious health condition
 - Employment contracts allow for use of salary continuation in situations where FMLA does not apply
- Qualifying exigency
- Care for a covered service member with a serious injury or illness



Serious Health Condition

Serious Conditions

An illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care
- Continuing treatment

Non-Serious Conditions

- Common cold
- Flu
- Earaches
- Upset stomach
- Minor ulcers
- Headaches (other than migraines)
- Routine dental or orthodontia problems
- Eye examinations
- Routine physical exams
- Periodontal disease

Family Member

- Spouse
- Parent – not including mother-in-law or father-in-law
- Child – Biological, adopted, foster child, stepchild under age of 18
- Household Member



Benefits

Paid Time Off

- University remains responsible for its portion of medical costs
- Employee remains responsible for their portion of medical costs
- Employee's portion will continue through payroll deduction
- Salary continuation, STD, WC, vacation/sick time run concurrently with FMLA

Unpaid Time Off

- University remains responsible for its portion of medical costs
- Employee remains responsible for their portion of medical costs
- *Infinisource* will notify employee of benefits costs and how to submit payments

Salary Continuation

Amount Available

- PSS – up to 20 days
- MGS – use sick leave
- AP – up to 6 months
- Faculty – variable based on position type

Appropriate Use

- Primarily personal illness, injury, hospitalization & appointment pertaining to health
- Secondary – family member illness, injury, etc.
 - Family member is defined in the applicable employee handbook or contract
- Bereavement – up to 5 days depending on relationship

Inappropriate Use

- Car
- Pets
- Trees
- Electric
- Furnace
- Home repair
- Questions? – Contact HR

*If employee anticipates 10 consecutive days or more off notify HR prior to the time off of work

Return to Work



- Must provide HR with a return to work release stating return with or without restrictions
 - Without Restrictions – return to work on release date
 - Restrictions – employee must give at least 2 days notice to evaluation accommodations
- Accommodation requests must be evaluated on a case-by-case basis

Employer Responsibilities

Department

- Consistent application of leaves
 - Includes salary continuation and sick time
- Communicate potential instances of FMLA to HR

Supervisor

- Coordinate leaves less than 10 days in length with employee
- Recognize potential FMLA events
- Notify HR to determine eligibility
- Ensure accurate records are maintained for FMLA usage (intermittent leaves)
- Enter/confirm time is being recorded correctly in UltraTime
- Work with HR on placement for employees return as needed

Employee Responsibilities

- For absences less than 10 days coordinate time off with supervisor
- For absences 10 or more complete leave/FMLA application and send to HR
- Provide 30 days advanced notice of leave if anticipated
 - If unforeseen give notice as soon as possible
- Communicate and coordinate the details of leave with HR and supervisor



LOA Case Studies

Case 1



Sally, a PSS staff member (hourly), has been working for the University for 3 months. She is in need of a medical procedure that will take her out of the office for the month of August for surgery and recovery.

Case 2

Jim is an Adjunct AP who is in need of a medical procedure that will keep him off work for 12 weeks. He has had his contract with the University renewed for consecutive 5 years. Jim has used 5 of his 10 vacation days so far this year.

- What if his leave extended another 3 weeks?
- What if it was already planned that his contract would be renewed during his leave?



Case 3



Melody, an AP, is going on maternity leave with an expected delivery date of June 1st and is anticipating a natural birth. She would like to take an additional 6 weeks of combined vacation (4 weeks) and unpaid (2 weeks) time beyond the standard 6 weeks provided for the birth of a child.

Case 4

Frank is a custodian (MGS) who is in need of a medical procedure that will keep him off work for 3 months. He has been working for the University for 5 years and has worked 1,500 hours in the last 12 months.



Case 5

Jane is a Tenure Track 9 month faculty member expecting to go on maternity leave beginning October 1st and is anticipating a c-section. She does not intend to take any additional time off after the initial 8 weeks provided for the birth of a child by c-section.



Case 6



Jeff is an Affiliate Faculty (3 yr.) member. He is in need of a leave of absence to care for his ill father.

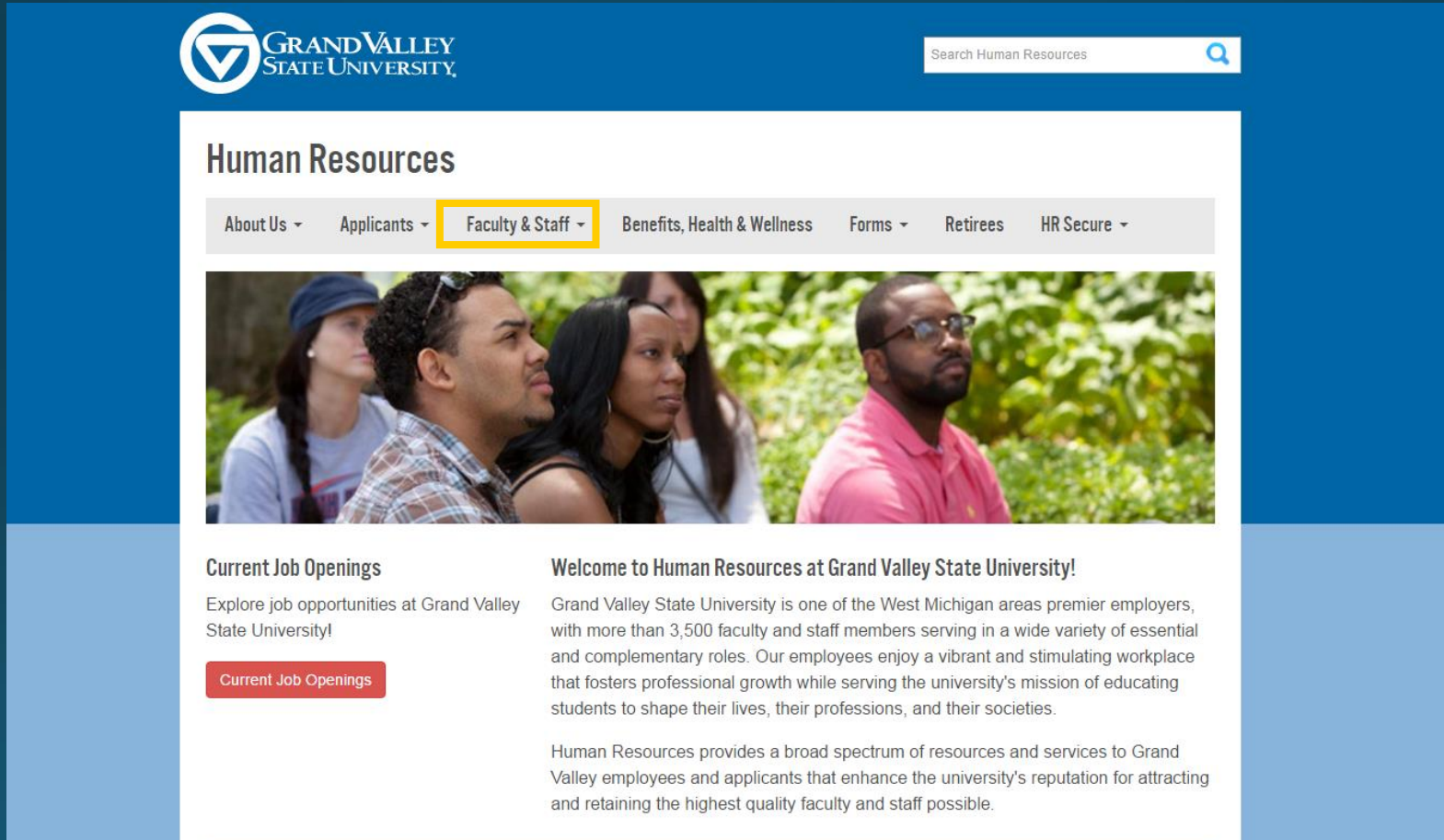
Compensation

<http://www.gvsu.edu/hro/compensation-employment-185.htm>

How do we get More info?

1. Visit www.gvsu.edu/hro

2.



The screenshot shows the Grand Valley State University Human Resources website. The header features the university's logo and a search bar labeled "Search Human Resources". Below the header, the "Human Resources" title is followed by a navigation menu with options: "About Us", "Applicants", "Faculty & Staff" (highlighted with a yellow box), "Benefits, Health & Wellness", "Forms", "Retirees", and "HR Secure". A large photograph of a diverse group of people is displayed below the menu. On the left side of the page, there is a section titled "Current Job Openings" with a red button labeled "Current Job Openings". On the right side, a section titled "Welcome to Human Resources at Grand Valley State University!" provides an overview of the university's employment opportunities and the role of the Human Resources department.

Human Resources

About Us ▾ Applicants ▾ **Faculty & Staff ▾** Benefits, Health & Wellness Forms ▾ Retirees HR Secure ▾

Current Job Openings

Explore job opportunities at Grand Valley State University!

[Current Job Openings](#)

Welcome to Human Resources at Grand Valley State University!

Grand Valley State University is one of the West Michigan areas premier employers, with more than 3,500 faculty and staff members serving in a wide variety of essential and complementary roles. Our employees enjoy a vibrant and stimulating workplace that fosters professional growth while serving the university's mission of educating students to shape their lives, their professions, and their societies.

Human Resources provides a broad spectrum of resources and services to Grand Valley employees and applicants that enhance the university's reputation for attracting and retaining the highest quality faculty and staff possible.

3.



Search Human Resources



Human Resources

About Us ▾

Applicants ▾

Faculty & Staff ▾

Benefits, Health & Wellness

Forms ▾

Retirees

HR Secure ▾



Compensation & Employment

Leadership & Development

HR Career Services for Faculty & Staff

Supervisor Resources

Hiring Resources

Policies, Leaves & Contracts



Current Job Openings

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Compensation

Compensation Information

GVSU's compensation philosophy, setting salaries, merit increases, special pay adjustments and addressing salary and/or title questions.

Hourly Wage Schedules

Union contracts and wage schedules for Professional Support Staff, Public Safety (Officer & Command), and Maintenance, Grounds and Service. The wage schedule in each employment contract is in the Appendix section, located toward the back of the contract.

Minimum Compensation for Faculty

Minimum Compensation for Tenure Track; Professor, Associate Professor, Assistant Professor, Instructor and Librarian positions.

EAP Market Ranges

Market ranges for Executive Administrative and Professional Staff Position.

Visiting Faculty Compensation Schedule

Compensation schedule for Visiting Faculty.

Employment

Applicants

Applicants, New Staff Orientation, Dual Career Services, Relocation Resources and Chamber of Commerce Information, Inclusion & Equity, Professional Support Staff (PSS) Position Descriptions.

Labor Law Postings

Find required Federal and State Labor Law Postings

Affirmative Action

See the Affirmative Action website for information, resources, policies and more.

PSS Reclassification

Get the PSS Reclassification Request Procedures outlined in the Professional Support Staff Contract, section 10.4. You must be a GVSU Faculty or Staff to view the PSS Reclassification Request Procedures.

Student Employment

All student jobs are managed by the Student Employment Office at 105 Student Services Building, 616-331-3238. Go to <http://www.gvsu.edu/studentjobs> to see job postings.

Compensation Information

Compensation Philosophy

The objective of the University's compensation program is to attract, retain, motivate and reward faculty and staff fairly, equitably and competitively. The University is committed to fair and equitable compensation that compliments the responsibilities of the position and the performance of the incumbents.

Compensation rates for Faculty and Executive, Administrative and Professional (EAP) positions are set based on market data for similar positions within local, regional and/or national markets with a sensitivity to internal equity. The market data is updated on a regular basis.

Market ranges for EAP positions are set at 80-120% of the market average for each position. The minimum rate will normally apply to new staff possessing qualifications not significantly greater than the minimum required. Salaries above the maximum must be justified in writing by the appointing officer and approved by Human Resources.

Staff members may review current market data for their position from the Director of Compensation and Employment Services in Human Resources.

Faculty positions will have minimums for each rank.

Setting Salaries

The factors used to set salary, in addition to market, include performance, relevant experience, applicable educational credentials and responsibility. Appointing officers set starting salaries based on these factors, with sensitivity to internal equity. Justification for these decisions is documented by the appointing officer. Market data is provided annually to each appointing officer from Human Resources. Starting salaries and their justification are reviewed and approved by Human Resources, Affirmative Action and the appropriate Vice President.

Merit Increases

The salary increase program for Faculty and EAP staff is based on merit. The merit pay adjustments reflect individual performance. Salary adjustments for equity, market and promotions are in addition to the merit increase.

Merit increases will normally take effect on August 6 each year. Merit increases must be approved by the appropriate Vice President and submitted to Human Resources.

SALARY ADJUSTMENT PROGRAM 2015-2016

EXECUTIVE, ADMINISTRATIVE AND PROFESSIONAL

Compensation Philosophy

The objective of the University's compensation program is to attract, retain, motivate and reward faculty and staff fairly, equitably and competitively. The University is committed to fair and equitable compensation that compliments the responsibilities of the position and the performance of the incumbents.

Compensation rates for executive, administrative and professional (AP) positions are set based on market data for similar positions within local, regional and/or national markets with a sensitivity to internal equity. The market data is updated on a regular basis.

Market ranges for AP positions are set at 80-120% of the market average for each position. The minimum rate will normally apply to new staff possessing qualifications not significantly greater than the minimum required. Salaries above the maximum must be justified in writing by the appointing officer and approved by Human Resources. Market ranges for AP positions can be viewed at <http://www.gvsu.edu/hro/employment-compensation>.

General

The President and Vice Presidents will receive 1.64% (82%) of their division's current base salaries for general merit increases. They will allocate these funds as they deem appropriate to their Appointing Officers for individual determinations. The President and Vice Presidents will receive an additional .36% (18%) of base salaries for salary adjustment problems/special adjustments (equity, market, promotions, etc.) which cannot be resolved within an Appointing Officer's allocation. Such cases are extraordinary and are to be accompanied by appropriate written justification from the Appointing Officer. (Faculty program is similar.)

Merit Increase Guidelines

The guidelines for determining individual adjustments are as follows:

0% - .78%	Performs below requirements – needs improvement. Performs substantially below requirements – needs immediate improvement. (0-27% of total salary increment funds of 2.9%) Adjustments below satisfactory must be accompanied by written justification.
0% - 1.31%	New staff member (6 months or less of service) making steady progress to date. New staff member (6 months or less of service) not making steady progress to date. (Staff promoted during the year are eligible for the full salary adjustment) (0-45% of the total salary increment funds of 2.9%)
1.86% - 2.32%	Performs in a satisfactory and reliable manner meeting requirements.

(64-80% of total salary increment funds of 2.9%)

2.38% - 2.9% Consistently, substantially and effectively performs above requirements or
Usually performs above requirements.
(82% - 100% of the total salary increment funds of 2.9%)

Above 2.9% Special salary adjustments (equity, market, promotions, etc.)
Adjustments above 2.9% must be accompanied by written justification.

Merit increases using the above guidelines must be based substantially on the written performance evaluations.

Factors which are generally considered in performance evaluations include:

The extent to which the individual is successful in meeting the duties, responsibilities, goals and objectives of the job.

- The way in which the individual executes his/her duties to achieve desired/positive results.
- The management/supervisory and staff development skills demonstrated to achieve unit objectives and maintain daily operational activities.
- The effective use of interpersonal and/or communication skills to accomplish tasks.
- Personal growth and development undertaken to improve or enhance performance.
- Initiative and innovation demonstrated in the job.
- The way in which the individual increased their intercultural awareness

The Appointing Officers submit their salary increase recommendations for those staff members in their unit to the appropriate Executive Officer. The recommendations are reviewed for consistency with the guidelines and within the division. The salary adjustments are then forwarded to Human Resources for a final check prior to the Executive Officers authorizing Appointing Officers to inform individuals of their new salary.

Faculty Salary Adjustment Program 2015-2016

The percent increase allocation for the 2015-2016 salary increase program is 2.9%. This increment will be used in calculating next year's salary.

A flowchart for the Faculty Salary Adjustment Program follows this description.

A. Faculty Salary Adjustment Program

The Board of Control approves annually an increase in funds available for salary increments.

1. Fund Allocation.

a. 15% of the total increment funds available are retained by the Provost for special salary adjustments. All of these funds will be expended for these purposes.

b. 85% of the total increment funds available are allocated to the appointing officers. The current appointing officers are:

Dean of the Seidman College of Business

Dean of the College of Community and Public Service

Dean of the College of Education

Dean of the College of Liberal Arts and Sciences

Dean of Graduate Studies

Dean of the Padnos College of Engineering and Computing

Dean of the College of Health Professions

Dean of the Kirkhof College of Nursing

Dean of Brooks College of Interdisciplinary Studies

Dean of University Libraries

2. Range of Salary Adjustments.

Recommendations for individual salary adjustments to the Provost must fall within the following ranges. These ranges are based on performance over the past academic year.

a. Less than satisfactory performance: 0 to 55%. (0% - 1.6%)

b. Satisfactory performance: 70% to 100%. (2.03% - 2.9%)

c. Exemplary performance: 105+%. (3.05%+)

In addition, the Appointing Officer may also make a request for a special salary adjustment (see 3.c.) to the Provost. Adjustment by the Provost can result in individual salary increment percentages, based on the total increment funds, in being higher for certain individuals.

The total salary increment funds are 2.9%.

3. Guidelines for Increments.

a. Appointing officers are required to recommend salary adjustments to the Provost. The appointing officer will consider the summary of peer evaluations as the most important factor in determining the recommendation for salary adjustment.

b. The Provost will consider individual salary adjustment problems that cannot be resolved within an appointing officer's allocation. Appointing officers must prepare written justification to support such requests.

c. The funds retained by the Provost (15% of total increment funds) are intended to address outstanding performance, extraordinary circumstances and market conditions. These are allocated based on written requests from appointing offices for salary adjustments that cannot be resolved by the appointing officers allocation and cases identified by the Provost which require special adjustment. In making these adjustments, the Provost should consider salary compression as an important factor. Promotional increments are not included in these funds.

4. Evaluation criteria.

Evaluation criteria for faculty performance reviews are specified in the Administrative Manual, Chapter 4, Section 2.9.

5. Unit Peer Evaluation

Peer evaluation is part of the salary adjustment process.

a. Every member of a unit will be given the opportunity to evaluate his/her colleagues based on the evaluation criteria unless a two-thirds majority of the faculty vote each year to waive that option. This decision must be communicated in writing to the appointing officer.

b. The Unit head will notify faculty when activity reports, workload plan for that year, and current vitae are to be submitted. The faculty member is responsible for submitting these materials in a timely manner to permit peer evaluation to take place.

c. The unit head is responsible for distribution of these materials corresponding to the evaluation criteria in a timely manner to enable peer evaluation to take place.

d. The unit head shall summarize peer evaluations and forward such summary to the appointing officer. However, unit faculty peer evaluations of the unit head shall be sent directly to the appointing officer.

e. If peer evaluation does not take place, the unit head shall evaluate each faculty member against the evaluation criteria and transmit a recommendation to the appointing officer.

6. Communication with faculty

The determination of recommended salary ranges will ordinarily be completed by the end of the winter semester/term. However, the actual dollar amount of the range may not be determined by that time.

a. Unit heads must communicate salary adjustment ranges and a summary of performance in writing to each faculty member by the end of the winter semester. The written performance summary will include the unit head's summary, in writing, of the peer evaluations or the unit head's recommendations if peer evaluations are not done. The written performance summary will also discuss the faculty member's performance in teaching, scholarship, and service and will, for tenure-track faculty who are untenured, address any departmental concerns regarding contract renewal, tenure, and promotion. The Unit head will also discuss that faculty member's performance for the past year in a personal meeting held ordinarily by the end of the winter semester/term.

b. Appointing officers are required to see that faculty members are advised of their recommended salary adjustment and this recommendation should be communicated to faculty by the end of the winter semester/term.

i. For tenured faculty members, written justification is not required for recommendations within the satisfactory range. However, appointing officers must prepare a written justification to the Provost to accompany salary adjustment recommendations in the ranges for "less than satisfactory performance", "exemplary performance," and "special salary adjustments." A copy of the justification for these adjustments needs to be provided to each affected faculty member ordinarily by the end of the winter semester/term.

ii. For tenure-track faculty members who are untenured, written justification is required for recommendations in all ranges. Appointing

officers must provide a written justification to the Provost to accompany all salary adjustment recommendations, a copy of which needs to be provided to each faculty member ordinarily by the end of the winter semester/term.

c. Unit heads must communicate salary adjustments ranges in writing to each faculty member. The Unit head will also discuss that faculty member's performance for the past year in a personal meeting held ordinarily by the end of the winter semester/term. This meeting will also include the unit head's summary, in writing, of the peer evaluations or the unit head's recommendations if peer evaluations are not done.

d. If the actual dollar amount of the increment is known at this time, this will also be communicated by unit heads. This is in addition to, and does not replace, the annual salary letter.

e. The annual salary letter will communicate both the percent and actual dollar amount of the salary adjustment, including a breakdown by category of adjustment (merit, promotional increment, and special salary adjustments). This letter will be mailed to faculty when the actual dollar amounts are known.

f. The annual salary letter will also communicate both the percent and actual dollar amount of the total faculty salary adjustment as compared to the previous year.

7. Appeals.

Faculty who disagree with the salary adjustment may appeal using pertinent supporting material according to the procedure specified in the Administrative Manual Chapter 4, Section 2.18.

Promotional increments.

As provided in the Administrative Manual Chapter 4 Section.2.20.5, faculty who are promoted shall receive, in addition to their regular salary increase, the indicated promotion increment or no less than the minimum of the salary range of the new rank if the combination of the regular increase and the promotion increment fall below the minimum.

Promoted to:
Assistant Professor \$1,000
Associate Professor \$3,500
Full Professor \$5,000

STEP	C1	C2	C3	C4	C5
1	14.50	15.46	16.46	18.59	20.41
2	15.26	16.27	17.28	19.58	21.47
3	16.12	17.28	18.42	20.75	22.74
4+	18.01	19.24	20.47	22.96	25.28
#2.5%	18.46	19.72	20.98	23.53	25.91
#3.5%	18.64	19.91	21.19	23.76	26.16

Special Pay Adjustments

When an incumbent is identified as needing a special pay adjustment due to market, the adjustment is normally made during the salary increase program in addition to the merit increase. However, mid-year adjustments are occasionally made when justified by market and/or internal equity concerns, with the approval of the appropriate appointing officer, Human Resources and Vice President.

Addressing Salary and/or Title Questions

Faculty and staff members are welcome to meet confidentially with the Director of Compensation and Employment Services in Human Resources to review salary and title information. To pursue a resolution to a title and/or salary question/concern, the faculty or staff member will discuss their concerns with their supervisor. If no resolution is reached, the faculty or staff member is welcome to meet with their appointing officer. If no resolution comes from this meeting, the faculty or staff member is welcome to meet with their executive officer. The executive officer's decision shall be final.

Hiring /Change Approval-AP, Faculty and Hourly

Dean/ Appt Officer

Job Title: _____ Department: _____
Position Number: (if known) _____ Division/College: _____
Position Type: _____ EAP _____ PSS _____ DPS _____ FAC _____ MGS _____

FTE:

Faculty/AP:

12 Month _____ 1.0 FTE (40 hrs per week)
_____ Less than 1.0 FTE, _____ hrs per week

Academic Year _____ 1.0 FTE (40 hrs per week)
_____ Less than 1.0 FTE, _____ hrs per week

Hourly:

12 Month _____ 1.0 FTE (40 hrs per week)
_____ Less than 1.0 FTE, _____ hrs per week

Academic Year _____ 1.0 FTE (40 hrs per week)
_____ Less than 1.0 FTE, _____ hrs per week
_____ wks per year

Other, specify _____

Other, specify _____

Replacement Position: _____ Replacement For: _____

New Position: _____ or Change: _____ or Promotion (Attach Promotion Justification Form)

Comments on Change: _____

Reason for Replacement:

Contact Person: _____

_____ Retirement

_____ Other

_____ Resignation

_____ Explain _____

Date Vacant/Effective Date: _____

Proposed Salary: _____ FOAP # and %: _____

How will the position be funded:

Is this position or any part of this position grant funded? _____

If so, what is the grant expiration date? _____

AP Positions Only – Who will approve the vacation usage and complete performance assessment for this position?

Comments: _____

Approval: _____ Date: _____

HR

Employee Class: _____ Position Class: _____

District/Div: _____ Employee Group: _____ Department: _____

Department Name: _____

Job Location: _____

Hourly Only: Salary Table: _____ Salary Grade: _____

EEO Position Group: _____ SOC _____

Comments: _____

_____ Prevailing Wage

Approval: _____ Date: _____

Budget

Position #: _____ Labor Distribution FOAP %: _____

Account Code: _____ Labor Distribution FOAP %: _____

Effective Date: _____

Comments: _____

Approval: _____ Date: _____

Vice President

Approval: _____ Date: _____

Comments: _____

Affirmative Action

Approval: _____ Date: _____

Comments: _____



SELECTION RECORD
AND
STARTING SALARY JUSTIFICATION

Selected Candidate:

Position Title:

Unit:

Suggested Starting Salary (can never be lower or higher than salary advertised):

Advertised Salary Range:

Suggested Start Date:

Rationale for selecting the applicant: (The reasons should focus on the criteria used in the selection process based on the position description. Use the back of this form if more space is needed.)

Starting Salary Justification: (Do not discuss a starting salary with the individual until after the search has been approved by Human Resources, Affirmative Action and the Executive Officer.)

Explain how this starting salary compares to the current salaries within the department and how this salary will impact the current salaries in the department.

What is the market paying for this type of position?

What is the source(s) of this market data?

What steps did you take to recruit minorities? (i.e., professional networks, minority websites, etc.) Please list.

Please list website addresses where this position was posted, dates it was posted and attach all hard copies of the ad from all other publications where posted.

Qualifications of selected candidate:

- Candidate's current position title:
- Years in current position:
- Years of experience in the profession:
- Highest degree:
- Degree date:
- Institution:
- Discipline:
- What is the selected candidate's current salary?

Other determining factors:

Signature of person making the selection decision _____ Date _____

Appointing Officer's signature _____ Date _____

Human Resources signature _____ Date _____

Affirmative Action _____ Date _____

To be completed by Human Resources:

Reviewed by: _____ Date: _____

Comments: _____

_____ Prevailing Wage for M-1-B

_____ Prevailing Wage for Permanent Residency

To be completed by Executive Officer:

Approved starting salary: _____

Signature: _____



AP PROMOTION JUSTIFICATION
To be used for AP positions only

The AP Promotion Justification form is to be completed and attached to the Hiring Approval Form for routing before an AP promotion has been granted. The Promotion Justification form will be reviewed by Human Resources and The Office of Inclusion and Equity as well as by the Appointing Officer and Executive Officer for the division in which the promotion is to occur. The process will ensure transparency and will provide an opportunity for communication to occur if there are any questions or concerns relating to the promotion.

Name of staff member being promoted:

Current Position Title:

Suggested Position Title:

Department:

Current Salary:

Suggested Salary:

How will you fund this promotion?

Promotion Start Date:

Rationale for promoting the candidate: Explain how this promotion decision occurred.

Suggested Salary Justification: Explain how this suggested salary compares to the current salaries within the department and how this salary will impact the current salaries in the department.

What is the market paying for this type of position?

What is the source(s) of this market data?

Qualifications of current staff member:

- Years in current position:
- Years of experience in the profession:
- Highest degree:
- Degree date:
- Institution:
- Discipline:

Other determining factors:

Signature of the person requesting the promotion decision Date

Appointing Officer's signature Date

Executive Officer Date

Reviewed by:

Human Resources Date
Comments:

Affirmative Action Date
Comments:

Compensation

Compensation Information

GVSU's compensation philosophy, setting salaries, merit increases, special pay adjustments and addressing salary and/or title questions.

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EAP Market Ranges

Market ranges for Executive Administrative and Professional Staff Position.

Visiting Faculty Compensation Schedule

Compensation schedule for Visiting Faculty.

Employment

Applicants

Applicants, New Staff Orientation, Dual Career Services, Relocation Resources and Chamber of Commerce Information, Inclusion & Equity, Professional Support Staff (PSS) Position Descriptions.

Labor Law Postings

Find required Federal and State Labor Law Postings

Affirmative Action

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PSS Reclassification

Get the PSS Reclassification Request Procedures outlined in the Professional Support Staff Contract, section 10.4. You must be a GVSU Faculty or Staff to view the PSS Reclassification Request Procedures.

Student Employment

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Questions?

Contact Information

Employee Relations

Dev Butler

Director of Staff Relations & Development

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