REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF SALARY ADMINISTRATION

BOT 4.4.6

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.4.6 Salary Administration

The objective of the University's compensation program is to attract, retain, motivate and reward staff. The compensation rates are available in the Human Resources Office. For purposes of Section 4.4.6, the academic year or fiscal year begins August 15.

1. Compensable Service. Compensation rates for staff with a continuous appointment will normally be on a full year basis except for those persons on continuous appointments less than twelve months**.** Compensation rates for staff on employment contracts will be specified in the employment contract. A compensable pay period will be any period when one has fulfilled all of their assigned responsibilities. For all or any part of such period when a full year staff member has failed to meet the requirements of compensable service they will incur a proportionate forfeiture rate at the per day rate.

For all or any part of such period when a staff member on an appointment of less than a full year has failed to meet the requirements of compensable service they will incur a proportionate forfeiture at the per day rate. University contributions to benefit plans shall be made on the base rate for the period of appointment.

For all or any part of such period when staff on an employment contract has failed to meet the requirements of compensable service they will incur a proportionate forfeiture based upon the employment contract.

Payroll shall normally be semi-monthly.

Certain staff are eligible for overtime according to law. Contact the Human Resources Office of eligibility.

2. Starting Salaries. Starting salaries for staff will be set within the approved salary range for the position.

1. **Continuous Appointments.** The starting salary will be recommended by the appointing officer at a level judged to be commensurate with the applicant's educational credentials, prior experience, special skills and related qualifications as well as the relevant labor market for the position and internal equity considerations. Starting salaries and their justification are reviewed and approved by the Human Resources Office and the appropriate Vice President.

2. **Employment Contracts.** Starting salaries for staff with employment contracts will be specified in the employment contract.

3. Extra Compensation. Staff may teach a single semester's course offering for extra compensation providing that they have received written approval from their dean, appointing officer or vice president; that the course is taught outside regular office hours (as defined by the unit's needs), or prior arrangements are made to make up lost time; that the course is for University credit; that appointment is made through the academic unit's regular appointment process; and that such opportunity is limited to once per fiscal year. Any exceptions to this policy must be approved by the provost in advance. If appointed by the appointing officer, with the approval of the appropriate vice president, staff may be paid extra compensation for additional duties assigned, such as coaching, additional assignment or assuming an acting appointment role. The University may terminate an extra compensation appointment at any time, upon 7 calendar days written notice.

4. Pay Adjustments

1. **Continuous Appointments.** Salary advancement for staff with continuous appointments within an authorized salary range for the same position will be based on meritorious service. Adjustments will normally take effect at or near August 15

or period of appointment as appropriate. Salary adjustments may be approved at other times, such as the result of a promotion to a position in a higher salary range.

2. **Employment Contracts.** Salary advancement for staff with employment contracts is based on merit limited to the employment contract or modification thereof.