

compensation procedures

for fiscal year 2018-19

PROMOTIONAL INCREASES

Promotions for position upgrades will follow these guidelines.

1 salary grade	Up to minimum or 5% increase	Exception requests to HR Director
2 salary grades	Up to minimum or 7% increase	Exception requests to HR Director
3 salary grades	Up to minimum or 10% increase	Exception requests to HR Director
4 or more salary grades	Up to minimum or 15% increase	Exception requests to HR Director

EQUITY INCREASES

Requests for equity will be reviewed with the following guidelines when there is a serious inequity concern.

Up to 5% increase	Exception requests to HR Director
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MERIT INCREASES

Departments and management centers are responsible for maintaining the budget approved salary pool. The current total salary pool is 3 percent. Merit increases at or above 6 percent will require written justification and explanation of available funding (reviewed by the executive compensation committee).

ADDITIONAL/INTERIM PAYMENTS

Requests for additional responsibility and interim assignments will be reviewed by HR Compensation. It is assumed that the employee will maintain current job responsibilities while they take on more responsibility for a special project outside of current job scope or take on a higher-level job for a short period of time.

Additional pay is typically in the range of 1 to 15 percent of the employee's regular pay depending on the number of salary grades between the employee's current job grade and the job grade of the temporary assignment job. Temporary pay should generally be less than the employee would receive should they move in the job on a regular permanent basis.

Nonexempt employees will be reviewed for additional pay and overtime. Additional work by a nonexempt staff member is paid at the regular hourly rate when temporary additional services are performed. The overtime rate of 1½ times the regular rate to be paid for hours worked in excess of 40 hours in a workweek. The time entry system (HCM) is used to record and approve time worked on temporary extra responsibilities paid at the staff member's regular hourly rate. All hours worked by a nonexempt staff member must be recorded and paid.

Different job grade. On a temporary basis, a nonexempt staff member may perform work at a job grade different from the grade of the regularly assigned job. When such work is contemplated, the supervisor

must obtain the appropriate rate for the work to be performed by contacting the Compensation Office of Human Resources. *Nonexempt employees may not be paid a flat fee for additional work. They must be paid by the hour for each hour worked in any activity.*

Exempt employees are not eligible for overtime and follow these guidelines. Employees are paid for additional temporary responsibilities on a flat fee basis. The fee must be established commensurate with the rates paid to regular employees performing similar work. When an exempt employee performs work that is eligible for additional pay, the additional pay amount may be prorated if the temporary duties and responsibilities are performed on a part-time basis. For example: If it is determined that the pay on a full-time basis is \$500 and the temporary assignment is performed only 50 percent of the time, then the additional pay should be 50 percent of \$500 or \$250.

Exempt Staff Temporary Assignment Exclusions. The salaries of exempt staff compensate them for services within the scope of their regular University positions. Activities of exempt positions frequently require more than 40 hours work within a workweek. *Work that is different from routine job duties but is performed instead of the regular activities in the employing department is also compensated through the regular salary and not eligible for additional pay.* Work on a special project within the individual's regular employing department is compensated by the regular salary paid by that department without additional pay. When such projects outside one's own department are undertaken as part of the individual's regular job, additional pay is not provided.

Within same salary grade	\$100/month
1 salary grade	Up to minimum or 5% increase
2 salary grades	Up to minimum or 7% increase
3 salary grades	Up to minimum or 10% increase
4 or more salary grades	Up to minimum or 15% increase