



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-HUM-60 Minor Revision11

Title: Salary Administration & Personnel Actions

Description: Compensation & Classification Guidelines

Category: Human Resources

Applies to: staff

Contact:

Purpose: To provide a systematic, consistent framework for personnel actions, classifications and compensation.

Policy Statement: Guidelines for making changes in positions, titles and/or salaries:

New Position or Replacing a Vacated Position (filled with either a “new hire” or an internal promotion*)

Based on business need, and already approved/allocated in the current budget.

- Business Unit works with HR-Compensation to select an appropriate job profile to create/update a job description, or develop a new one if necessary. Compensation will assign the description an appropriate salary range.
- Starting salary shall be the established starting rate, up to the median (market value) if needed to help recruit the best candidate -- unless it creates internal inequity. Business Unit must have the funding to support desired/approved starting salary.

*Unless established career path or succession plan in place, should consistently post (internally, at a minimum).

Position Progression, aka. “Career Path” Promotions

For career and salary advancement opportunities that are pre-established possibilities in accordance with business need, and regularly budgeted for in the upcoming fiscal year(s) beginning in the month(s) of employee eligibility.

- HR-Compensation works with various Business Units to validate standards for various positions throughout the University; to define appropriate progression in duties, job and performance expectations, experience, skills, continuing knowledge/education requirements, etc. to create job profiles and descriptions, and assign salary ranges for advancing career levels (i.e.: I, II, III, etc.).
- Business Unit is responsible for monitoring eligibility of their employees to ensure potential promotions are accurately identified and budgeted for in the appropriate fiscal year(s), and for timely submitting change/promotion requests to HR.

Restructuring / Change in Business Need

With an eye on current and future needs, desired actions most likely require a change or reallocation of positions, current personnel and/or dollars in current budget.

- For desired actions due to someone leaving, changes in work volume (increases or decreases), etc., the Business Unit determines any and all changes needed in the reorganization for optimal performance. This may include a variety of options from considering a more effective use of current talent that may result in lateral moves or promotions; adding “new” positions; changing positions, etc.

- HR -Compensation is available to consult with Business Unit as they explore various opportunities if desired, and ultimately will assist with job descriptions and salary range assignments.
- Once a plan is devised, Business Unit to contact the Budget Office to discuss impact to salary accounts to determine if changes can happen short-term (under President's Cabinet's current policy), or whether it needs to be submitted for consideration during the next available budget process.

Permanent Increase in Responsibility and/or Additional Duties

Supported by documented business need, the salary increase request most likely requires a change or reallocation of dollars in the current budget, but not necessarily to title or job description.

- Business Unit works with HR-Compensation to evaluate additional duties and/or responsibilities. Compensation can determine whether a higher level or new profile is warranted, and if so, assign the final description to an appropriate salary range.
- Business Unit to contact the Budget Office to discuss impact to salary accounts to determine if changes can happen short-term (under President's Cabinet's current policy), or whether it needs to be submitted for consideration during the next available budget process.

Temporary Staff Assignment in Addition to Primary Job

When an employee agrees to perform a second job in addition to their primary job for a variety of reasons, including but not limited to: covering for an employee on temporary leave; covering the position until a replacement is hired; covering the position while the department re-evaluates restructuring opportunities and/or business needs.

- Difference between the two ranges per month or week, up to the equivalent of \$1,000 per month, when the additional job is in a higher salary range. More specifically, the difference between current salary and the recommended starting pay, up to median (market value) of the higher range (so long as it is not in conflict with the pay of others across campus in same position - i.e., inequity)
- Flat \$500 month at top 1/2 of salary ranges and \$250 month for the lower 1/2 of salary ranges, for same or lower ranges.
- Business Unit to contact the Budget Office to discuss impact to salary accounts, and to ensure appropriate allocations as necessary.

Development Plan

*Following a failed search, or to promote an internal candidate in line for a position, this provision facilitates the hiring of a "high potential" individual who does not meet all the qualifications and/or requirements for a position. **NOTE:** This cannot be utilized in place of hiring a qualified individual if one is available, and the desire to use a Development Plan requires review and agreement by the Director of Human Resources prior to any offer of employment/promotion.*

Business Unit prepares and presents a development plan as part of the hiring or promotion process that addresses the experience and/or education deficiencies of the specific prospect.

- A 3% reduction off the recommended starting salary will be applied for every year of service needed to meet qualifications, and/or 3% for every year of college needed to meet the minimum qualifications.
- Funds continue to be allocated/budgeted by the Budget Office, as necessary, to be readily available to pay upon reaching specific objectives of the development plan.
- Business Unit is responsible for monitoring progress and eligibility of their employee for salary increases in accordance with the agreement, and for timely submitting increase requests to HR.

Salary Increases

- Promotions – shall be elevated to the greater of: starting salary of the new range, up to the median (market value) paying attention to potential internal inequity, or 5%.
- Increase in responsibility – shall be the greatest of 5%, or elevation to the starting salary of a new range, if applicable, up to the median (market value) paying attention to potential internal inequity.
- Moves into lateral positions (as determined by the salary range) do not typically establish a basis for a salary increase.

- All other salary increases shall be considered and approved by the President's Cabinet under the University's salary administration system. These include, but are not limited to, one-time bonuses or base salary increases for merit, appreciation, equity, or cost-of living.

All salary adjustments are contingent on the availability of funds and the approval to allocate them as requested.

**Glossary of
Terms:**

Legal

Citation:

Campus

Links:

FAQs:

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