

## **ADMINISTRATIVE PROCEDURES FOR THE COMPENSATION PLAN FOR UNCLASSIFIED ADMINISTRATORS**

Purpose: This document establishes implementation procedures for the Compensation Plan for Unclassified Administrators (OIT-20-044) who are on renewable appointments as authorized by Oregon University System Administrative Rule 580-021-0100.

Compensation Committee Composition: The Administrative Compensation Committee will be comprised of members appointed by the President, with representatives from each Vice President's division and the Affirmative Action Officer. The Director of the Human Resources or designee will serve as an *ex officio* member. The Committee will meet annually for the purpose of reviewing employee appeals and additionally as deemed necessary by the President.

Placement of Positions in Job Families: Positions which are similar in scope and level of responsibilities and required qualifications are placed in established job families which have a market-based salary range.

When a new position is established or an existing position becomes vacant, its position description must undergo a review by Human Resources for determination of job family placement prior to initiating any recruitment actions.

Exemptions: At least annually, the President shall establish a list of positions to be exempted from the Policy including the reason for exemption. This document shall be forwarded to the Office of Human Resources and requests for the identification of exempted positions should be directed to that office.

Salaries for employees who are covered by this policy shall not be set below the minimum or above the maximum of the job family range unless specifically exempted by the President. An employee, whose salary is set over the maximum family range, by exception, may participate in cost of living and bonus awards.

Nothing in this procedure shall prevent the university from adhering to the terms and conditions of grants and contracts as they pertain to salary and compensation.

Initial Salaries: The salary that is offered to a successful candidate is set within the position's job family range and shall be based on the individual's relevant experience, education and skills. The appropriate Vice President or designee has discretion to offer a salary extending from the minimum set for the range up to the midpoint of the range once hiring approval has been given. Exceptions above the mid-point require the approval of the President.

Cost-of-Living Adjustments, Market Adjustments and Compression Adjustments are made to an employee's base salary. The type of increases or adjustments to be awarded, the amount of an increase or adjustment, the source of available funds, and procedures for awarding increases and adjustments are communicated annually by the President or designee.

Cost-of-Living Adjustments (COLA): COLAs are typically awarded as funds are allocated on an across-the-institution basis. Eligibility is determined by the President.

Market and Compression Adjustments: Market Adjustments are made to employees whose salary falls below the minimum of an adjusted salary range. Market adjustment will be effective on the first day of the month following the date of approval of the adjusted salary range by the President.

Consideration for Compression Adjustments will be given when a manager's salary is less than or equal to the highest paid employee being supervised.

Job and Title Changes and/or Permanent Additional Responsibilities: The following adjustments are to base salary and are subject to administrative and budget approval.

When an employee's position is reassigned to a different job family the pay will be adjusted to the greater of five percent (5%) of the incumbent's current salary, or the amount required to raise the incumbent to the minimum of the new range, and will be effective upon assumption of duties. This adjustment may exceed five percent (5%) if special circumstances merit an increase beyond this level. Exceptions must be approved by the President. This increase will not preclude the employee from participating in any general increase or merit increase.

When an employee is assigned a new job and title change or is assigned additional, permanent duties and responsibilities but these changes do not result in movement to a different job family, a salary adjustment may be made upon assumption of duties, provided that the additional responsibilities are significant.

Temporary salary adjustments: A temporary salary adjustment awarded as a stipend may be warranted for an employee's appointment to an interim position or the assumption of additional and greater responsibilities for a defined period of time, or to work on and complete a limited-term project. The amount of the stipend is dependent on the nature of the assignment, required responsibilities, and duration.

Performance-Based Increases: Performance based increases are typically awarded as funds are allocated.

- A. Merit Recognition: An administrative employee is eligible for performance-based increases based on the employee meeting or exceeding performance-related criteria and is added to base salary. Those employees whose current performance evaluation denotes their being "significantly deficient in meeting performance expectations "or" does not meet some performance expectations" will not be eligible for performance-based increases.

Procedures:

- 1) A current year performance evaluation must be completed.

- 2) Increases are effective on July 1 of the following year unless otherwise stipulated by Legislative action.
  - 3) Each division of the university is responsible for developing specific criteria for the division. It is expected that administrative employees will be involved in identifying and defining criteria. For purposes of the Merit Recognition Program there are five university divisions: Academic Affairs, Finance and Administration, Student Affairs, Institutional Advancement, and the President's Office.
  - 4) Merit criteria should include some or all of the following:
    - a. Performance of assigned duties, evidence of innovation, creativity, and originality in job performance. This is typically presented in the performance evaluation and other documents such as letters of commendation, feedback from other departments, students and peers.
    - b. Successful completion of goals and objectives established in the preceding year.
    - c. Professional Development and Achievement, for example:
      - o Acquisition of skills and knowledge through workshops, seminars, certificate programs, or college coursework.
      - o The quality of participation and contribution through professionally related associations, conferences, and workshops
      - o Leadership positions in professional organizations
      - o Responsibilities for planning, promoting, and implementing professional conferences, meetings, and workshops
      - o Receipt of awards
      - o Publication
    - d. Service to the Division/University, for example:
      - o Service on University committees or task forces
      - o Accomplishments in working with and providing service to faculty, students and other staff
      - o Cost savings initiatives
      - o Recommendation and implementation of improvements
    - e. Service to the Community and Region
- B. Bonus Award: The awarding of a bonus to an administrative employee is to recognize an individual for an outstanding contribution to the department and/or the University that is above and beyond expectations of the position. Bonus awards will be determined by each Vice President; awarded annually and are not added to the base salary.

Overtime: Overtime exempt positions are not eligible for overtime and are paid on a salaried basis. Overtime will be administered pursuant to applicable state and federal wage and hour laws and regulations.

Appeal of Position Job Family Placement: A request for reevaluation of a position's job family placement shall be made to the appropriate President/Vice-President to be forwarded to the Administrative Compensation Committee by March 1 with their comments. The request shall state the basis for the review accompanied by an updated position description, reviewed and agreed upon by the supervisor prior to submission.

The decision on the request made by the Committee shall be communicated in writing to the employee and supervisor by April 15. Not meeting the April 15 deadline by the Committee will not result in a position defaulting to a different job family.

Should a decision from the above reevaluation and appeal process result in the placement of the position in a job family with a higher pay range, any resulting salary increase will be effective on the next July 1.

Administrative Compensation Appeals: For the initial year of the plan, Vice Presidents may submit a request for reevaluation of job family placement to the Chair of the Administrative Compensation Committee by June 15, 2005. The committee will complete reviews by August 1, 2005. Recommendations of the committee approved by the President will be retroactive to the implementation of the plan.

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