Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding structure of and the basis for the University Compensation System for all classified unrepresented staff and unclassified unrepresented staff.

Policy

1. An employee’s pay rate must be at or above the range minimum of the appropriate pay grade.

2. An employee’s pay rate may not be above the range maximum of the appropriate pay grade, unless special market conditions or meritorious performance dictate otherwise.

3. The Compensation Department will review all classifications in accordance with the Fair Labor Standards Act as amended (e.g. legal minimum wage and overtime requirements, and compensatory time).

4. Classified positions shall be hired at the minimum rate of the range.

5. For an unclassified position, a department may set the starting salary, up to and including the midpoint of a salary range (subject to internal equity), for an applicant who exceeds the minimum qualifications of the position.

Procedure

1. For an unclassified position, prior to offering a salary above the mid-point of the salary range, the department must communicate the intent to the Compensation Department for review & determination.

2. The Compensation Department will complete the salary review and determine an appropriate salary and communicate the recommendation to the hiring authority.

3. The hiring department will complete the hire process.