

University Enterprises, Inc. Policies and Procedures		Policy No. 215
Section:	Human Resources	
Policy:	Salary Program Administration – Regular Employees	
Revised Date:	December 11, 1998	

Salary Program Administration – Regular Employees

I. PURPOSE

To maintain a program of internally equitable salaries and to provide a basis for establishing effective controls of wage and salary expenses.

II. SCOPE

This policy applies to all regular University Enterprises, Inc. (UEI) employees. Some project special appointment employees may not be covered under this policy. This policy does not apply to UEI employees working at the United States Geological Survey.

III. POLICY

It is the policy of UEI to provide and maintain a system of wage and salary administration that will stimulate improvement in employee productivity, reward performance, ensure internal equity for comparable levels of responsibility, and provide a basis for establishing effective controls of wage and salary expenses.

IV. PROCEDURE

- A. Salary Grades: Positions with the same or similar value are grouped together for compensation purposes. Each UEI position has been placed in a salary grade which reflects the relative internal worth of the position determined through a process of job evaluation.
- B. Salary Ranges: The rate of pay, from minimum to maximum, set for each salary grade is the salary range. Employees' actual pay rates fall within the salary range.
 1. Range Minimum: All qualified employees will be paid at least the minimum of the appropriate salary range. Usually, newly hired employees will be paid a rate that is the beginning of the applicable range. Exceptions must be approved by UEI's Executive Director.
 2. Range Maximum: The maximum of a salary range provides an upper limit to what employees in that grade can be paid.
 3. "Red Circle" Rate: A red circle rate is a pay amount that is above the range maximum of a given grade. If the Executive Director approves red circling of a particular employee's salary, his or her salary will not be reduced. Under these circumstances, the employee may be ineligible for a pay increase (i.e. be "red circled") until the salary range for the position exceeds the red circled amount.
- C. Salary Review Frequency: Reviews for increases are customarily conducted annually.

D. Promotions:

1. A promotion is a change in an employee's status to a higher graded position.
2. Promotional pay increases are usually granted upon promotion.

E. Transfers: A transfer is a lateral move from one job to another job within the same salary grade. Normally, there will be no salary increases in the event of a lateral transfer.

F. Effective Dates: Increases in salary for regular employees are effective based on the date of change. Increases for student assistants are effective on the first day of the payroll period following the change.

V. RESPONSIBILITIES

- A. The salary program is administered by the Director, Human Resources or designee.
- B. The Director, Human Resources or designee will review University Enterprises, Inc.'s salary ranges once each year in the spring, in conjunction with the overall budgeting process. This review will determine the competitiveness of the salary structure. He or she will then recommend the appropriate adjustment to the Executive Director for Board approval. Adjustments to the structure will be made as authorized.

VI. RELATED POLICIES

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| Policy No. 025 | Recruitment and Selection |
| Policy No. 305 | Job Performance Evaluation |
| Policy No. 310 | Position Reclassification |
| Policy No. 315 | Promotion |
| Policy No. 320 | Demotion |