11. COMPENSATION

Policy 11.C: University Staff Salary

11.C.1 Salary Setting

As the major component of compensation, salary levels for university staff reflect the university’s policy of providing base salaries comparable to those paid by institutions of similar enrollment, organization, and financial support to persons in positions of comparable responsibility. Salary allocations also take into account differences in the scope of responsibilities of university personnel and typical positions of similar title in other institutions. Where relevant, comparisons are made with salaries in government and business.

(A) Human Resources recommends initial salaries for university staff consistent with market conditions, education and experience of the individual, and pay of individuals in comparable positions. The president or his/her delegee approves the appointments and recommended initial salaries as stipulated in Regent Policy 2-K, Personnel Authority for Employees Exempt from the State Personnel System.

(1) Initial salaries must be within a range specified at the beginning of the search process. Exceptions are permitted in extraordinary circumstances with appropriate approvals.

(B) Housing allowances, automobile allowances, and use of courtesy cars authorized by the president or Board of Regents constitute forms of supplemental pay and should be documented in the letter of offer or the letter of offer addendum.

(C) Hiring incentives are either lump sum amounts or a base building salary adjustments that are paid at a specific time within an appointment or when a documented competency/requirement is met. Either type of hiring incentive should be documented in the letter of offer or the letter of offer addendum and is approved per Regent 2K.

(D) Moving incentives are either a lump sum amount, a reimbursement of actual moving costs or directly paying a moving company on the employee’s behalf. All moving expenses are taxable and should be documented in the letter of offer or letter of offer addendum.
11.C.2 Annual Merit Allocation

The university administers an annual process for salary adjustments that ordinarily are implemented on July 1. As part of the annual salary adjustment process, each campus and system administration will determine the budget for salary adjustments and a salary plan to allocate that budget. Merit adjustments, base salary merit and non base building merit, should be identified within and funded from the salary plan.

(A) Annual Salary Allocation

The Board of Regents distribute details on the implementation of the annual merit process for university staff to the campuses and system administration each year. The size of the annual salary allocation depends on:

1. external decisions, e.g., the general fund appropriation (allocated in the Long Bill), legislatively established caps on tuition rates, and the CCHE allocation formula;

2. university-wide decisions, e.g., general principles for allocation to the campuses developed jointly by the chancellors and the president, subject to board approval; and

3. campus decisions, e.g., campus's goals for salary adjustments based on analysis of the competing demands for resources among campus priorities.

(B) Merit Allocation Plan and Report

Each campus and the system administration shall develop a plan, consistent with this policy, to be followed at every organizational level. Annually, each campus and system administration will provide a report to the board on the implementation of their merit allocation plan.

Methods must be developed to assess an individual's merit in relation to a relevant internal peer group. The assessment must lead to differentiation in recommended salary adjustments. Performance planning and evaluation must be included for determining merit adjustments.

(C) Delay in Implementation of Annual Merit Adjustments

For fiscal reasons, a chancellor or the president, for system administration may decide to delay the implementation of approved salary adjustments to a date certain beyond July 1; and/or subject to board approval, may implement a mid-year salary-setting process for additional salary adjustments effective January 1. Typically such delays are planned during the annual salary setting process and are included in the system and campus salary plans.

11.C.3 Base Salary Adjustments

Base salary adjustments are distinct from annual merit increases. A hiring authority may adjust an employee’s base salary for reasons defined in the APS. The president
or his/her delegee approves the salary adjustments as stipulated in Regent Policy 2-K, Personnel Authority for Employee Exempt from the State Personnel System. The president shall adopt an administrative policy statement to define approved reasons for base salary adjustments.

11.C.4 Non-Base Building Payments

In certain instances, additional non-base building pay is necessary to the mission of the university. The president or his/her delegee approves non-base building payments as stipulated in Regent Policy 2-K, Personnel Authority for Employees Exempt from the State Personnel System. The president shall adopt an administrative policy statement to define approved reasons for non base building payments.

(A) Non-base building salary payments are to be used only in limited circumstances and must be properly documented and approved by the appropriate campus officers of the administration. Non-base building payments can include recognition, project completion, incentive, additional work integrated with regular assignments or at a substantially higher level or outside normal work hours.

(B) For overtime eligible positions, additional pay must not be used in place of earned overtime.

(C) Officers of the University are only eligible for non-base building payments upon approval by the Board of Regents upon the recommendation of the president.

(D) Implementation of these non-base building payments must be consistent system-wide with regard to taxation, retirement contributions and other benefits.

History:
- Revised: TBD (Pending)
- The term “officer and exempt professional” was replaced with the term “university staff” effective April 17, 2015.
- Former Regent Policy 11-C Deferred Compensation Prohibited adopted 8/22/91 was rescinded and reissued as new Regent Policy 11-D. Deferred Compensation Prohibited on 05/19/09. New Regent Policy 11-C Exempt Professional Salary was adopted 05/19/09. New Policy C replaces and incorporates the provisions of former Regent Policy 11-F.1 Salary Plan for Officers and Exempt Professionals, revised 5/27/03. New Policy C also replaces and incorporates the provisions of former Regent Policy 11-B Performance Rating, Planning, and Evaluation, adopted 11/20/86.