TO: Regent Laws & Policies Stakeholders

FROM: Felicity O’Herron, Associate Vice President of Employee Services

DATE: February 5, 2019

RE: Recommended Changes to Regent Policy 11C - University Staff Salary

Background
The Regent Laws and Policies review project is driven by the guiding principle that laws should capture only high level statements on governance and policies should include the necessary elaborations of law, but no more. The goal is to focus on the powers and responsibilities of the Board of Regents while assigning operational procedures to an administrative policy statement (APS) or campus policy.

The Regent Policy 11C-University Staff Salary is under the main purview of Employee Services and is being reviewed in a comprehensive manner. This memo outlines the proposed changes to the proposed Regent Policy 11.C-University Staff Salary. We are posting a clean version of the proposed policy for ease of reading, rather that the confusing redline version of the changes proposed.

Recommendations for Regent Policy 11C

• Creating a structure to discuss different aspects of university staff salaries and define which elements have been delegated per Regent Policy 2-K: Personnel Authority for Employees Exempt from the State Personnel System and which are still in the Board of Regents purview. These sections include:
  o Salary setting - delegated
    ▪ Defining Human Resources role in university staff salary setting and philosophy of how salaries are recommended.
  o Annual merit allocation – Board of Regent approval
    ▪ Moving all aspects of the annual merit allocation into this section including the campus plan development and timing.
  o Base salary adjustments - delegated
    ▪ Removing definitions of various salary adjustments and creating an APS that allows for more detail on reasons to adjust an employee’s base pay.
  o Non base building payments - delegated
    ▪ Removing definitions of various non base building payments and creating an APS that allows for more detail on reasons to provide non base building payments to employees.

• This replaces the current policy structure of:
  o Introduction
  o Initial salaries (details in Salary Setting section)
  o Annual Performance Rating, Planning and Evaluation (moved to Regent Policy 6D: Evaluations for Staff – already approved)
  o Salary Adjustments (details moved into annual merit pool, base salary adjustments, and non-base building payments)