



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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1**

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SUBJECT

**PAY ADMINISTRATION**

SUB-TOPIC

**CLASSIFIED COMPENSATION PLAN**

PAY PLAN

The Pay Plan for Classified Service consists of:

1. A schedule of appropriately descriptive class titles,
2. A schedule of pay ranges in monthly and annual amounts,
3. A schedule showing the range to which each class is assigned and
4. Policies regarding the interpretation and application of the above schedules.

MAINTENANCE OF THE PAY PLAN

The Plan, which shows position titles and associated pay ranges, is maintained to reflect the duties, responsibilities, and work requirements of all Classified jobs by grouping substantially equivalent positions into the same classification. A salary range, including a minimum and a maximum, is assigned to each job position, and substantially equivalent positions are grouped into the same classification.

Recommendations for changes to the Plan may be presented at any time in letter form to the Human Resources Office by a supervisor via the appropriate Vice President. The Pay Plan can be changed as necessary upon approval by the Board of Regents.



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**CLASSIFIED COMPENSATION PLAN, Continued**

RATES OF PAY

**BEGINNING RATES**

Normally, the minimum rate of pay for a classification will be paid an employee upon initial appointment to the classification. However, under unusual circumstances, the employing administrative officer may recommend, in writing through Human Resources, and with the approval of the appropriate Vice President, that an employee begin at a rate of pay above the minimum.

**ACROSS-THE-BOARD INCREASES**

When an across-the-board increase is declared for state employees, the relative position of an employee within a pay range does not change, but rather the entire pay range is adjusted to reflect the economic change.

**WITHIN RANGE INCREASE (MERIT)**

When funds are available, the budget guidelines established by the Board of Regents provide for salary increases based upon individual merit. These guidelines vary from year to year; however, such increases in salary must be supported by a current Performance Appraisal on file in Human Resources. Adjustments within an established range are not automatic but are dependent upon the specific recommendation by an administrative officer during the annual budget cycle.



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PAY FOR AN EMPLOYEE ON TRAINEE STATUS

The beginning salary for an employee with the temporary status of "trainee" will not be more than 10% below the minimum for the class to which he/she is appointed. Unless unusual circumstances dictate, the period of appointment in a "trainee" status will not exceed six (6) months. Consult the Human Resources Office as to what may constitute "unusual circumstances." Actions that may be taken at the end of the training period are noted under "Appointments, Trainee Status," this Section.



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**CLASSIFIED COMPENSATION PLAN, Continued**

PAY ADJUSTMENTS IN TRANSFERS, PROMOTIONS AND DEMOTIONS

When an employee is transferred, promoted, or demoted, the rate of pay for the new position will be determined as follows:

1. If the rate of pay in the old position was less than the minimum rate for the new position, the rate of pay may be advanced to the minimum for the new position.
2. If the rate of pay in the old position was greater than or equal to the minimum rate, and less than the maximum rate, for the new position, the new rate of pay may either remain unchanged or be advanced 3.5% in the new classification.
3. If the rate of pay in the old position was more than the maximum rate for the new position, the rate of pay may be reduced to a point within the range of the new position as determined by the administrative officer.
4. If an employee is transferring within the same job class, but to another department, the rate of pay will remain unchanged.



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COMPUTATION OF RATES

If it is determined by an administrative officer that payment of monthly rates for certain classes of employees within his/her jurisdiction is not feasible because of temporary or intermittent nature of the work, that administrative officer may request the payment of an hourly rate for those affected classes which are exceptions to the normal monthly payment schedule. Such exceptions will be computed as follows:

$$\text{Hourly Rate} = \frac{\text{Class Annual Rate}}{2080}$$

In any case, monthly or hourly employees whose titles fall under the Classified Pay Plan must be paid on a step noted in the appropriate table within the Pay Plan.