



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

PAY ADMINISTRATION

SUB-TOPIC

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.