



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

PAY ADMINISTRATION

SUB-TOPIC

WAGE AND SALARY SURVEYS

The Human Resources Office will conduct wage and salary surveys to determine competitive job rates within the local labor market. Some positions will be surveyed on a national basis. Surveys are intended to:

1. Keep abreast of wage rate trends,
2. Establish a hiring rate comparable to local community (or national, if applicable),
3. Minimize personnel turnover caused by inadequate compensation practices,
4. Minimize employee dissatisfaction and improve morale by establishing equitable wage scales, and
5. Obtain information on current fringe benefit practices.

The results of surveys are used to propose adjustments in the Classified Pay Plan to the Board of Regents during the annual budget cycle. Supplementary wage and salary surveys may be conducted whenever the inability to hire at the current minimum rates occurs.