

**POLICY 5**  
**WAGE AND SALARY ADMINISTRATION**

**Rule 5.11 - Pay Plan Type: Established Pay Rates**

The establishment of ranges or single rates of pay will be authorized for certain classes in order to adequately reflect their relation to negotiated or prevailing rate classes or particular market conditions. These classes shall be assigned to the Established Pay Plan and the basis of their rates/ranges specified.

**Regulations**

5.111 Range/Rate Adjustments

Review and adjustment of the ranges of pay for classes designated Established will conform to the pay plan to which it more closely relates: i.e., if a class is tied to or related to a negotiated or prevailing rate type, the date of the adjustment will generally conform to that date; if the class is related to more general local rates, the adjustment will be made at the same time as adjustments to classes under the Open Range Plan.

5.112 Pay Increases

Employees in classes for which a rate or range of pay is Established will normally receive a general increase at the time the rate or range is adjusted. Generally, in Established rate type classes that have a range of pay, the head of the campus human resources office or a designee will recommend the mechanisms of progression through the range (by class or group of classes) to the head of the University human resources office or a designee for approval.