

POLICY 5
WAGE AND SALARY ADMINISTRATION

Rule 5.13 - Open Range Pay Plan/Annual Range Review

A review of pay ranges to determine significant changes in comparable outside wages will be conducted annually. Considering available funding resources and other related factors, the University, subject to the approval of the State Universities Civil Service System, may adjust ranges as appropriate to reflect market trends, aligning ranges internally in relation to the skill and qualification requirements of the respective classes.

Regulations

5.131 Annual Range Review

The head of the University human resources office or a designee will coordinate a review of the salary grade structure each salary year, utilizing composite survey data. Recommendations for appropriate adjustments to the salary grade structure and pay ranges shall be submitted to the State Universities Civil Service System based on a review of this data and consultation with appropriate campus administrators. Any range adjustments resulting from the annual review process for the next salary year normally will be effective the first day of the pay period following the last full pay period ending in August (never earlier than August 19 or later than September 1).

5.132 Salary Range Adjustments - Effect on Employee Salaries

Whenever salary range adjustments occur, the salaries of all status employees that are below the new range minimum rates will be adjusted to meet the new minimum rates, effective the same date as the range adjustment. Considering internal equity and other factors that determined the range adjustment, other salary increases may be extended to some or all other Open Range employees.