

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

**Rule 5.14 - Open Range Pay Plan/General Increases**

Each year, the head of the University human resources office or a designee, will consult with appropriate campus administrators to determine if any general salary increases for Open Range employees will be granted. The determination shall be based upon consideration of the amount of any pay range adjustments, general market conditions, distribution of current employees within existing ranges, overall funds available for salary increases, and any other relevant factors.

**Regulation**

5.141 General Increase Exceptions

When a General Increase is awarded by the University, Open Range employees will be eligible to receive the increase with the exception of those noted below:

A. Employees paid above the range maximum

An employee who is paid above the range maximum rate due to the pay retention rule (see Rule 5.05) will not receive any General Increase unless the new range maximum exceeds the employee's current pay rate. If it does, the employee will be eligible to receive a General Increase up to the amount provided all other Open Range employees, but under no circumstances shall the employee's new pay rate exceed the new range maximum.

B. Learners and Trainees

Employees in learner or trainee appointments shall receive General Increases sufficient to maintain their salaries at the same percentage of the minimum of the range specified in the conditions of the learner and trainee programs.

C. Employees subject to proposed dismissal or discharge

Unit heads may request that a General Increase be withheld in any case in which an employee is subject to proposed dismissal or discharge, provided that the employee's salary is at or above the new minimum. Such withholding requires the approval of the campus head of human resources or a designee.