

POLICIES AND PROCEDURES RELATING TO 2000 CLASSIFICATION AND COMPENSATION PROGRAM

The University of Akron's classification and compensation program is applicable to all Contract Professional, Classified, and Unclassified Non-bargaining Unit staff members. The program provides for salaries that will maximize the attraction and retention of qualified individuals. The goal is to compensate employees in a manner that is responsive to internal equity, competitiveness, and individual performance.

The University of Akron classification and compensation program establishes the following:

- An appropriate evaluation and classification system for all Contract Professional, Classified and Unclassified Non-bargaining Unit staff members at the University.
- A salary range for each position, which will assist in attracting, retaining, and rewarding qualified personnel.
- Policies and procedures to ensure equitable and effective salary administration at the University.

The program is based on the following:

- A Position Description Audit Questionnaire (PDAQ) for each position, which is completed by the employee, approved by the supervisor, and translated into a classification specification by Human Resources – Compensation.
- Analysis of positions and assignment to pay grades using a series of factors that collectively measure levels of knowledge and experience; complexity and creativity; impact on institutional mission; internal and external contacts; leadership; physical demands; and working conditions required for the position.
- Established salary grades and pay ranges.
- Established guidelines and procedures relating to salary increases and other personnel actions.
- An established process where individuals in positions covered by this program may request an audit of their position assignment.

Salary Administration

To provide the opportunity for objectivity, coordination and control of classification and salary matters, Human Resources - Compensation will:

- Have authority for overall administration of the program.
- Evaluate all positions for inclusion in the plan.
- Maintain the master set of Position Description/Audit Questionnaires (PDAQ).
- Assist colleges and administrative departments with the development of position descriptions covering characteristic duties, responsibilities, requirements and starting salaries.

The respective vice presidents, deans, and department chairs have ongoing responsibility for making appropriate recommendations within the parameters of approved policies and procedures.

The President of the University has final authority for all salary policies including distribution of salary adjustment monies and program modifications.

Salary Determination or Adjustments

New Appointments

Where possible, positions will be filled at the minimum of the established salary range.

All requests for hiring above the minimum of the range will require review and approval by Human Resources prior to any offer being made.

- Appointments up to the first quartile of the range may be approved by a dean/director within the hiring unit.
- Appointments up to the midpoint of the range may be approved by the appropriate vice president.
- Appointments above the midpoint of the range will require approval by the president.
- Written documentation must be provided for requests to hire above the minimum of the range and should include qualifications of the candidate, number of qualified applicants identified, market consideration, and potential compression problems relative to other employees within the job classification who possess similar qualifications.

Pay Below Minimum

No employee will be paid lower than the minimum of the established salary range.

Pay Above Maximum

If an employee's salary is at or above the maximum of the pay range, the base pay will remain unchanged until such time as the range maximum exceeds the individual's current base salary. Under special circumstances, pay above maximum of ranges may be permitted. Such special circumstances must be documented in written format by the appropriate vice president and submitted to Human Resources. The president will make a final determination.

Market Exceptions

Pay ranges may be adjusted to reflect unusual or rapidly changing market conditions and are subject to periodic review. Exceptions will be made by individual job title, not for all job titles in the pay grade. Such exceptions must be documented in written format by the appropriate vice president and submitted to Human Resources. The president will make a final determination.

Promotions

An employee who is promoted to a position in a higher grade will receive a four percent (4%) increase for one grade move; or eight percent (8%) for a move of two or more grades; or the minimum of the new grade; whichever is greater, but not to exceed the maximum of the new grade range.

Transfers

When an employee makes a lateral move from one position to another within the same pay grade, current salary will remain unchanged.

Temporary Reclassifications

If an employee is temporarily reassigned to a higher classification for more than 14 days (as indicated by a Board-approved Personnel Action Form (PAF) indicating such change), the employee's salary will be adjusted to minimum of the new grade or four percent (4%) whichever is higher, but not to exceed the maximum of the new grade range. At the end of the temporary assignment, the employee's salary will be adjusted to the prior salary after taking any intervening salary adjustments into account.

Reassignments

The University may at its discretion, reassign an employee from one assignment, building, work site, task or shift to another within a job classification. No employee has any vested claim to performance of particular tasks within a particular job classification.

Position Analysis Procedures for Reorganization and/or Title Changes

Human Resources is responsible for reviewing and approving **ALL** proposed changes in organizational structures (i.e. title changes, creation of new positions, and revisions of existing positions).

Personnel Action Forms denoting these changes **will not** be processed without prior review and approval from Human Resources.

Position Audit Procedures

When position responsibilities change significantly, a position audit should be conducted. Audits may be initiated by the division head, Human Resources or the incumbent. An audit is conducted to ensure that current duties and responsibilities are being appropriately reflected in the position's evaluation and salary grade assignment.

A Position Description/Audit Questionnaire (PDAQ) must be completed by the employee requesting the audit and approved by their supervisor prior to submission to Human Resources - Compensation.

Annual Salary Increase Process

1. Annual Salary Schedule Review

Each year, Human Resources will recommend an aggregate salary adjustment value, whether or not the salary schedule should be revised, and if so, the amount based on a number of factors. These factors include, but are not limited to, recruitment and retention; structural and actual increases by other organizations in the market; and the University's financial resources. Data on market practice will be provided to the president of the University.

2. Salary Increase Allocation

Based on available resources, the president shall determine the total amount, stated in dollars, for the next fiscal year and present same to the Board of Trustees for approval.

3. Individual Salary Increase Determination

Following approval of the total salary increase allocation, the president shall distribute this amount to the vice presidents and other administrative officers for allocation to individuals within their respective areas. Individual salary adjustment recommendations should consider the level of the individual's performance, salary within the position's assigned grade, and/or other related factors. Individual salary adjustment recommendations shall be based on merit and must be approved by the Board of Trustees upon recommendation of the president.

Performance Appraisals

A written performance appraisal shall be completed annually for all classified and unclassified employees.

Such appraisal will provide the basis and/or rationale for any salary and/or other personnel decisions.

Externally Funded Positions

Externally funded positions will adhere to the same policies and procedures as other positions covered by this program unless there are specified reasons for making exceptions (e.g. grant requirements).

Application of Civil Service Status

The Ohio Revised Code (ORC) and Ohio Administrative Code (OAC) require that the University designate each staff position as either being part of the unclassified or classified civil service. The University has based its determination of classified and unclassified status on the language provided in Section 124.11 of the Revised Code and section 123:1-5 of the Administrative Code.

Positions designated as Contract Professional Staff are considered as part of the unclassified civil service and are exempt from the payment of overtime under FLSA guidelines.

Human Resources - Compensation is responsible for determining the Civil Service status of each position.

Application of Fair Labor Standards Act

Human Resources – Compensation has the responsibility to enforce provisions of the Fair Labor Standards Act (FLSA) in determining exempt and non-exempt status of University employees. Marginal job classifications will be ruled as non-exempt to minimize misapplications of the law.

Exempt employees are personnel who, by virtue of their duties, can satisfy certain qualifications and be determined exempt from coverage under FLSA. Exempt employees are defined as either executive, administrative, or professional and typically have requirements for managerial or professional latitude and judgment. Such exemptions are based on the specific position and duties of the employee involved.

DEFINITIONS

Administrative Professional Staff (APS) -- includes job responsibilities that are of a business administrative nature. These employees will be members of the School Employees Retirement System (SERS).

Certified – the Civil Service of the State is divided into the Classified Service and the Unclassified Service as defined by section 124.11 of the Ohio Revised Code. All Staff employees are appointed to the Classified Service unless specifically exempted through the provisions of the code. Employees are appointed to the Classified Civil Service on either a Certified or Provisional basis in accordance with sections 124.27, 124.271 and 124.30 of the Ohio Revised Code. Employees are considered Certified if they have been appointed to the Classified Service from an Eligibility List. An employee that remains in Provisional status in the same classification for a period of two years of continuous service, during which period no competitive examination is held, becomes a Certified appointee in the Classified Service at the conclusion of such two-year period.

Classification Specification – outlines the job’s content for a position or group of positions sufficiently similar in respect to duties, responsibilities, authority, and qualifications so the same descriptive title may be used for each; the same pay range assigned; and the same examinations conducted if applicable.

Classified Civil Service – refers to 124.11 of the Ohio Revised Code and Section 123:1-5 of the Ohio Administrative Code.

Compensation Frequency – the quoted salary frequency, which is not necessarily how often the salary is paid (hourly, weekly, biweekly, monthly, annually).

Exempt – refers to those groups of employees that are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). These groups include executive employees, administrative employees, professional employees, and those engaged in outside sales. These employees have responsibility for managerial or professional latitude and judgement.

Fair Labor Standards Act (FLSA) – a federal law governing minimum wage, overtime pay, equal pay for men and women in the same types of job, child labor, and recordkeeping requirements. Determines if positions are exempt or non-exempt.

Grade – a number that is assigned to a position to designate what salary range is associated with a particular position.

Instructional Professional Staff (IPS) – includes job responsibilities that are of an academic nature and are primarily involved in the teaching, learning, and/or research processes. These employees will be members of the State Teachers Retirement System (STRS).

Job Family – a further breakdown of Job Function. Describes the type: staff, faculty, contract professional staff, etc. (Example: within the job function of “FAC” (faculty), there are teaching faculty, library faculty, administrative faculty, etc.)

Job Function – the classification of an appointment as a faculty, staff, contract professional, graduate or student assistant.

Maximum – the end rate of a pay range.

Midpoint – the rate midway between the minimum and maximum rate of a pay range.

Minimum – the base rate of a pay range.

Non-Exempt – employees who are subject to minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).

Pay Range – a division of a salary schedule to which classifications of positions are assigned a minimum, midpoint, and maximum value. Used for setting individual employee salary or hire rates.

Position Analysis – the evaluation of a position’s duties and responsibilities assigned to a newly created or vacant position to determine proper classification and grade assignment.

Position Audit – the evaluation of the current duties and responsibilities assigned to an encumbered position to determine proper classification and grade assignment.

Position Description – details a group of job duties to be performed by an individual employee as assigned by an appointing authority and approved by the Board of Trustees.

Position Description Analysis Questionnaire (PDAQ) – seeks a detailed description of the position’s job content; establishes the need for the existence of the position; establishes the education/skill; and prior experience needed for the position; identifies the types of problems encountered; the degree of guidance, direction, and supervision received and/or provided; and the overall impact of the position on the University.

Provisional – the Civil Service of the State is divided into the Classified Service and the Unclassified Service as defined by section 124.11 of the Ohio Revised Code. All Staff employees are appointed to the Classified Service unless specifically exempted through the provisions of the code. Employees are appointed to the Classified Civil Service on either a Certified or Provisional basis in accordance with sections 124.27, 124.271 and 124.30 of the Ohio Revised Code. Classified employees who are not appointed from an Eligibility List are considered Provisional employees. An employee that remains in Provisional status in the same classification for a period of two years of continuous service, during which period no competitive examination is held, becomes a Certified appointee in the Classified Service at the conclusion of such two-year period.

Unclassified Civil Service – refers to 124.11 of the Ohio Revised Code and Section 123:1-5 of the Ohio Administrative Code.
