

POLICY

Effective Date: 1/1/07

Approved By: President Karen W. Morse

Authority:

Cancels:

See also: PRO-U5440.03A Reviewing Professional Staff Position Assignments

POL-U5440.03 REVIEWING PROFESSIONAL STAFF SALARY ASSIGNMENTS

This policy applies to all new and revised permanent professional staff positions and salary assignments.

Definitions:

VEBA MEP - Voluntary Employee's Beneficiary Association Medical Expense Plan; a post-retirement medical expense reimbursement account available that enables the deposit of funds equivalent to an employee cash-out of compensable unused sick leave at retirement, tax free to a VEBA trust account.

1. A Salary And Benefits Committee Will Be Appointed

The Salary and Benefits Committee (SBC) is a standing committee of the Professional Staff Organization (PSO). Members serve two year terms and consist of

- a. Five appointed professional staff employees,
- b. The Director of Human Resources or designee, and
- c. One PSO Executive Committee member.

Composition of the committee will represent all university divisions and the breadth of positions within the staff. One staff will be appointed by the Executive Committee of PSO from

- a. Provost Office/Academic Affairs,
- b. Business and Financial Affairs,
- c. President's Office/External Affairs/University Advancement, and
- d. Student Affairs.

The fifth member will be appointed by the PSO Executive Committee from a list of nominations submitted by the Executive Director of the Equal Opportunity Office, or designee.

The Director of Human Resources, or designee, serves as an *ex officio*, non-voting member.

The appointed PSO Executive Committee member serves as chair of the committee and is without vote except in the case of a tie.

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2. SBC Will Make Recommendations To The PSO Executive Committee

Recommendations will be related to, but not limited to, approved salaries, salary grade assignments, salary ranges, salary schedule, welfare and fringe benefits, sick leave cash out of funds at retirement options (e.g., VEBA MEP), and insurance options.

3. The SBC Will Review New Position And Revised Salary Assignments

Professional staff position grade assignments and approved salaries will be reviewed no less than quarterly by the SBC.

4. SBC May Question Salary Assignments Or Salary Trends

If the SBC disagrees with or has concerns about grade or salary assignment trend, the President of PSO or designee and the Director of Human Resources or designee will meet to discuss.

Pending a review, assignments made by Human Resources will be maintained.

5. A Professional Staff Employee May File A Complaint

Professional staff wishing to file a complaint in regards to a grade or salary decision, must follow the *Processing Professional Staff Employment Complaints* policy (POL-U5440.05).