

POLICY

Effective Date: 1/1/07

Revised: July 31, 2016

Approved by: President's Cabinet

Authority:

See also: PRO-U5440.03A Reviewing Professional Staff Compensation Program
POL-U5440.05 Processing Professional Staff Employment Complaints

POL-U5440.03 REVIEWING PROFESSIONAL STAFF COMPENSATION PROGRAM

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

Definition:

AVP – Assistant Vice President

BFA – Business and Financial Affairs

FLSA – Fair Labor Standards Act

PSO – Professional Staff Organization

1. The PSO Shall Have A Salary And Benefits Committee

The Salary and Benefits Committee (SBC) is a standing committee of the Professional Staff Organization (PSO). Its purpose is to perform periodic reviews in collaboration with HR of salary and market data to provide strategic guidance and recommendations regarding the PSO Compensation Program, as well as allocation of funding identified for salary adjustments.

Members serve two year terms and consist of members of the PSO Executive Committee and other members as appointed by the PSO Executive Committee as needed. The AVP for HR and/or designee(s), serves as an *ex officio*, non-voting member(s).

The PSO President or designee serves as chair of the committee and is without vote except in the case of a tie.

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2. SBC Reviews PSO Compensation Program

In accordance with the PSO Compensation Program Standards, the SBC will review professional staff compensation market data, payroll titles, salary grade assignments, market ranges, and other compensation factors no less than quarterly, in consideration of the university's budget process.

3. SBC Make Recommendations

Recommendations are made to the appropriate authorities. Recommendations will be related, but not limited, to approved salaries, salary grade assignments, salary ranges, salary funds allocation, employee welfare and fringe benefits, sick leave cash out of funds at retirement options, and insurance options.

4. SBC May Question Application of PSO Compensation Program Standards

If the SBC disagrees with or has concerns about the application of the Standards, it will meet with the AVP for HR for resolution. If not resolved, representatives from the SBC will meet with the VP for BFA or designee to discuss.