

**INDIANA STATE UNIVERSITY**  
**SUPPORT STAFF SALARY GUIDELINES**  
**FISCAL YEAR 2008-2009**

The fiscal year 2008-2009 salary guidelines have been approved by the Board of Trustees as shown below and are effective July 1, 2008. These guidelines apply to all regular and temporary support staff personnel without regard to the source of funding.

**APPROVED INCREASES**

A 3.5 percent standard increase will be added to the base salary for eligible regular staff members.

To be eligible for the above increase, the staff member must:

- a. Be in pay status prior to April 1, 2008 and
- b. have demonstrated adequate performance

**BELOW STANDARD PERFORMANCE**

Staff members whose performance is below standard as determined by their supervisor and approved by the appropriate vice president or designee, may be recommended for no increase.

**HIRING RANGE**

All regular staff will be paid at least the minimum of the salary range at the time of hire. New employees may be hired above the minimum of the pay grade if the individual's qualifications exceed the stated minimum education and/or experience and/or if recruiting difficulties exist. All starting salaries above the minimum of the pay grade or above the market rate (as determined by Human Resources) must be presented in writing to Human Resources. Each request must be approved by Human Resources and Human Resources will obtain the concurrence of the appropriate vice president prior to offering this higher salary.

**PROMOTIONS & DEMOTIONS**

Employees promoted or reclassified to a higher classification will normally receive a ten (10) percent increase or the minimum of the new pay grade, whichever is higher. In no case will a reclassification or promotional increase result in an employee being paid above the range maximum.

Employees who voluntarily move to a position in a lower classification will normally receive a ten (10) percent decrease or the minimum of the new pay grade, whichever is higher. Involuntary demotions may be considered for no change in salary; however, any exceptions to demotion salary guidelines may be made only with the prior approval of the Assistant Vice President of Human Resources and the employee's Vice President.

## **LATERAL TRANSFERS**

Employees transferring within the same pay grade will retain the salary in effect prior to the transfer.

## **NEW POSITIONS**

All new regular Support Staff full-time and part-time positions (with benefits) must be approved and classified using a completed Position Analysis Questionnaire prior to any recruitment activity. Once a position has been classified, a Position Request must be submitted to Human Resources through the online employment system to start the recruitment process.

## **POSITION RECLASSIFICATION**

A completed Position Analysis Questionnaire (PAQ) with the proper approvals must be submitted to Human Resources before any reclassification changes can occur. Human Resources will audit the position prior to recommending a classification level. Short-term temporary positions will not be formally classified. Please check with Human Resources Compensation for an acceptable rate of pay.

## **STUDENTS**

Indiana State University students (other than graduate students) are governed by Student Wage Guidelines as approved by the Board of Trustees. Each student appointment is to be processed through and approved by the Student Employment section of the Career Center.

Indiana State University undergraduate students who are enrolled in fewer than six (6) credit hours will be paid in accordance with Support Staff salary guidelines and will be processed through Human Resources. Students (ISU or non-ISU) paid on the Support Staff payroll will receive at least the minimum student rate designated.

## **MINIMUM WAGE**

The minimum wage as required by the Fair Labor Standards Act, a federal law, is currently \$5.85 per hour. Effective July 24, 2008 the new minimum wage will increase to \$6.55 per hour. No Indiana State University employee shall be paid less than the minimum wage.

## **OVERTIME/“COMP TIME”**

Indiana State University does not recognize or authorize the use of any compensatory time. University policy requires the payment of overtime for hours worked in excess of an employees normal work schedule (37.5 or 40 hours per week), although there are a few exceptions. Call Human Resources for additional information.