

Steps and Target Salaries for Exempt Employees

Step One	Minimum of pay range	Entry level when employee is hired with minimal experience or moving from nonexempt to exempt with minimal experience in job classification.
Step Two	First Quartile of pay range	<p>When employee has met one of the two sets of criteria:</p> <p>First criteria</p> <ul style="list-style-type: none"> • Three (3) consecutive years in current position • Three (3) consecutive years of Good Performance • No disciplinary action in the last three (3) years in file • Additional relevant education or certification <p>Second criteria</p> <ul style="list-style-type: none"> • Five (5) consecutive years in current position • Five (5) consecutive years of Good Performance • No disciplinary action in the last five (5) years in file
Step Three	Midpoint of pay range	<p>When employee has met one of the two sets of criteria:</p> <p>First criteria</p> <ul style="list-style-type: none"> • Five (5) consecutive years in current position • Five (5) years of Good Performance • No disciplinary action in the last five (5) years in file • Additional relevant education or certification <p>Second criteria</p> <ul style="list-style-type: none"> • Ten (10) consecutive years in current position • Five (5) consecutive years of Good Performance • No disciplinary action for the last five (5) years in file

The target salaries are implemented for those employees who meet the criteria established above. Any employee can move within the pay range based on years of service in position, relevant education, and performance. Employees may also move within their ranges via in range adjustments, across the board, special performance or market adjustments as determined by the President. Target salaries are not projected above the midpoint of pay range. This is based on the premise that the midpoint represents the market salary for each position and the goal is to have all good employees who have been with the University for ten (10) years at the market pay for their position. Those who meet additional criteria may reach the midpoint within five (5) years.