

Target Salaries and Steps within the Pay Ranges

The purpose of this document is to articulate a way to move staff within pay ranges based on established criteria considering factors such as length of time in position, performance, disciplinary actions, education and certifications. The goal is to get employees to the midpoint of their pay range should they be fulfilling the requirements of their position within ten (10) years. Should they be doing beyond that expectation then they would progress via the steps and their target salaries would then change accordingly so that they may reach it at five (5) years.

Definitions:

Time in position – time in position should not be confused with time within the university. The time within the position would start at the point of being placed into the position. If the position changes in nature and a promotion takes place then the time in position starts over. However if the position title only has changed and not the position itself and no monetary award has taken place as a result of the change in title then the time in the position continues rather than starting over.

Performance – Performance is based on the criteria established in the performance appraisal process. To qualify for the step process the performance must be as identified within the step as Good Performance, Very Good Performance or Outstanding. For implementation of this program the assumption is that all employees have had good performance unless otherwise noted for the past five (5) years.

Disciplinary Actions – Discipline can occur for a variety of reasons. It can be based on attendance, behavior or performance issues. For the purpose of this document any discipline is considered as a disqualifier for the next step or target salary.

Education – Education is in reference to education that is considered beyond the normal requirements of the position and adds to the value of the employee in that position. For example an Administrative Assistant position may require only an Associate Degree but a Bachelor degree would be relevant and beneficial in their position.

Certification – Certification is considered as a developmental item for a person within a position. It is as a preference and not a requirement but is an additional demonstration of proficiency for a staff person. An example is an individual who is working as an Accountant and takes and passes the CPA.

The next few pages identify how staff employees may progress within the ranges based on identified steps with target salaries.