5.25 - **Professional and Scientific (P&S) Policies and Procedures**

**P&S Policies and Procedures**

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**Purpose:**
To outline the compensation structure and process for non-temporary P&S staff. This policy does not apply to contract appointments in intercollegiate athletics.

**A. Compensation Plan Administration**

**Policy Statement:**
The University’s P&S compensation plan has been established to positively contribute to the recruitment and retention of P&S staff and support a fair and equitable pay mechanism. The compensation plan is administered in a uniform manner by Human Resource Services (HRS) under the direction of the Senior Vice President for Administration and Finance and Operations Services in accordance with federal and state public established policies and law, procedures and university and Board of Regents policies.

**A. Compensation Plan Administration**

1. **Pay Structure**

   A pay grade structure has been established for P&S positions. Each P&S staff member holding an appointment status other than a contract appointment in intercollegiate athletics is compensated within the salary pay range of the pay grade to which the position is assigned (refer to policy 5.26 for the classifying positions). This Article VI does not apply to contract appointments in intercollegiate athletics. Pay grade salary ranges permit available merit funds to be administered in a manner which prior training and experience to be considered at the time of hire as well as for position performance to be reflected during their employment.

   Each pay grade is divided into thirds with the lower portion of the pay grade range typically utilized for early career employees becoming proficient in their jobs provides the opportunity for salary advancement as the newly placed staff member gains experience in an assigned position and evidences gradually improved performance.

   The fully qualified proficient and/or mid-career staff member who performs satisfactorily and consistently meeting performance expectations is typically eligible to receive compensation at the within the middle third point of the appropriate salary pay grade range. Further salary allowances, occurring over a period of time at levels approaching the top of the pay grade is typically utilized for highly skilled and consistently high performing staff who have substantial time in the position, may result as outstanding service is evidenced. The upper portion of the pay grade salary range thus provides the opportunity for recognizing and rewarding a relatively small group of staff members beyond that normally expected for the position. Such staff members will have demonstrated unusual versatility and are prepared for immediate promotion. The upper third of each grade is rarely used for new hires.

2. **Pay Adjustments**

   Thus, the University’s P&S Personnel Compensation Plan operates in conjunction with the Performance Appraisal Program to cause upward salary movement in each grade to reflect reward based on demonstrated performance as well as the development of skills and experience. P&S staff who receive a “meets expectations” or above overall performance rating are eligible to receive, at a minimum, the across-the-board portion of the University-designated increase.

   **Base pay increments for individuals nearing the maximum of their pay grade are restricted to the amount which provides for a base rate of pay that does not exceed the pay grade maximum.**

3. **Pay Grade Maintenance**
Pay grade ranges are reviewed annually by HRS and may be adjusted in consideration of factors such as market conditions and the University-designated pay increase. The P&S Council shall be notified of pay grade range revisions for which Board Office approval is being sought. Notification will be provided to P&S staff following the finalization of such pay revisions.

B. Entrance Salary Rate of Pay

Entrance Salary: The salary pay for Professional and Scientific staff members joining the University normally will be established within the first third quartile range of the pay grade in which the position is classified. Only when a candidate brings to a position outstanding or extensive prior training and experience related directly to the position, or market conditions so dictate, may an entrance salary rate of pay be granted above the first third quartile of the position pay grade range. Such an exception requires the recommendation of the employing department head/director, dean, (where applicable/individual) and the approval of the division vice president, with consultation with the HRS Director of HRS or designee.

C. Merit Increases

The ability of the University to provide merit salary adjustments for P&S staff members who demonstrate outstanding service is dependent upon the extent of funds appropriated and limitations applicable with such funding as salary allowances are determined.

Available merit funds are allocated to advance relatively long term, fully qualified, highly satisfactory staff members within the salary ranges of the pay grades to which their positions are assigned. Salary increments for individuals nearing the maximum of their pay grades are normally restricted to the amount of a general across-the-board allowance. Salary allowances above the midpoint, unless otherwise legislated, are granted on the basis of outstanding performance.

D. Compensation with Promotion

P&S staff promotions to higher positions, assigned to a higher pay grade may justify larger salary pay increases than are normally granted for improved performance within a pay grade. The exact amount of such increases are determined, in part, by the market difference and/or number of grades involved in the promotion and by the anticipated future performance of the individual promoted. In the event the salary pay of a P&S staff member experiencing a promotion is below the salary range minimum for the new pay grade position, the staff member’s salary pay will be advanced to the minimum of the appropriate pay grade. The salary pay allowance, if any, beyond the appropriate pay grade minimum with promotion will be determined, in part, upon the staff member’s prior training and experience related directly to the new position assignment, the extent of pay grade movement which occurs, and salaries pay held by other comparable P&S personnel staff serving within positions in the same pay grade. Ideally, the promotional salary pay allowance should not cause the compensation level for the promoted staff member to exceed the first third quartile of the salary pay range, thus allowing for recognition of experience and qualifications, yet permitting advancement to occur as satisfactory performance in the new position is evidenced. Resource constraints existing at the time of a promotion may cause the salary pay allowance to be at a level less than deemed appropriate, in which case a further salary pay review is scheduled to coincide with prior to the conclusion of the University’s fiscal year.

If, at the time of promotion, the salary pay of the P&S staff member is within the salary middle or upper third of the pay range for the new position, a promotional salary pay allowance, if any, will be determined on the basis of the staff member’s salary as positioned within the range with respect to midpoint, the promoted employee’s prior training and experience related directly to the new position assignment, the salaries of other personnel staff with comparable University service assigned to positions within the same pay grade, availability of salary funds, and like matters.

E. Compensation with Transfer

The P&S staff member who is transferred from one position to another in the same pay grade normally will receive no salary pay adjustment. The salary pay of the staff member who experiences a transfer involving a change from a position in one pay grade to another pay grade is adjusted in accordance with regulations regarding promotion or demotion.
FE. Compensation with Special Position Assignment/Interim Appointment
The P&S staff member who is given a special position assignment or accepts another position on an interim basis is compensated at the minimum salary of the position pay grade for the duration of such services. If the staff member is already compensated at a salary level equal to or above the minimum salary for the pay grade to which the specially assigned interim position has been classified, an added salary allowance, if any, will be determined on the basis of the relationship between former and new duty assignments, prior training and experience directly related to position duties and like matters. If the position in which a P&S staff member serves with a special assignment/interim appointment is in a pay grade lower than that in which regular service occurs, the staff member will continue to be compensated at his/her regular salary rate of pay during the period of such assignment.

GF. Compensation with Position Reclassification and Pay Grade Reallocation
If a position is, as a result of restructuring, reclassified to a higher pay grade, the "Compensation with Promotion" provision will be applied. If, as a result of restructuring, a position is reclassified to a lower pay grade, the "Compensation with Demotion" provision will be applicable.

HG. Compensation with Demotion
Upon the recommendation of the department head and the approval of the appropriate vice president/division head, the compensation level for a P&S staff member who is demoted will be established within the new position pay grade at a level that does not exceed the salary rate at which the staff member was compensated prior to the demotion action.

I. Compensation with Reinstatement or Return From Leave
The P&S staff member who is reinstated to a previously held position will be compensated at a level no less than that allowed with prior service provided funds are available. The staff member who is reinstated with a lower position placement will be compensated in accordance with the pay on demotion provision.

The staff member re-appointed to a previously held position or a position in the same pay grade on conclusion of a leave of absence without pay will be compensated in accordance with the provisions concerning pay on reinstatement as provided above.

IJ. Compensation with Part-time Service
Pay for part-time service within a P&S position is provided proportionately equivalent to the salary rate for full-time service.

II. Compensation for Additional Work
Under certain circumstances, a P&S employee can receive compensation in addition to regular salary for additional work performed outside of regular service responsibilities. (See Special Compensation and Summer Appointments policy 4.41)