

Supplemental Guidelines for Salary and Allowance Recommendations

Over the past few months there has been increasing Employment Action (EA) activity involving salary increases, phone supplements, car and other expense allowances that would be difficult to defend in the court of public opinion. In addition to the Oklahoma State University Policy and Procedure Letters covering these items, the following guidelines are hereby implemented:

Salary Adjustments: All salary adjustments for branch campus Presidents, System Vice Presidents and the Chief of Staff will be initiated by the President and CEO of the OSU System.

The President and CEO of the OSU System will consider and reserve final approval authority for any salary increase in excess of a cumulative 5% in a fiscal year for any position with Vice President in the title or any Administrative and Professional (AP) position reporting directly to a President. An authorized pay plan implemented for the OSU System will not count against the 5% cap. Any salary increase requiring my approval must have a written justification from the appropriate President and/or System Vice President; a recommendation from the Assistant Vice President of Human Resources based on a market analysis prepared by the Office of Human Resources with input from the appropriate President and/or System Vice President; and a recommendation from the OSU System Senior Vice President.

Car and Other Expense Allowances: Presidents and System Vice Presidents receive authorized car allowances as determined by the President and CEO of the OSU System. The President and CEO of the OSU System will consider and reserve final approval authority for any car and other expense allowance for other personnel based on a recommendation of the applicable President. Such requests will be accompanied by detailed justification of why normal travel payments will not suffice, to include the use of University vehicles. Car and other expense allowance recommendations will be processed through the OSU System Senior Vice President for recommendation following input from the Office of the Associate Vice President and Controller.

Additionally, please remember anyone who receives a car allowance cannot be reimbursed for any car expenses (gas, repairs, etc.), nor can they be reimbursed for a rental vehicle (in state) or drive a University vehicle while receiving a car allowance. Toll and parking fees can be reimbursed.