

Oklahoma State University Policy and Procedures

**UNIFORM POSITION CLASSIFICATION AND PAY PLAN FOR
ADMINISTRATIVE/PROFESSIONAL AND CLASSIFIED STAFF**

**3-0740
BUSINESS &
FINANCE
Personnel
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PURPOSE AND SCOPE

1.01 The Oklahoma State University is dedicated to the pursuit of educational objectives. In attaining these objectives, the administration of the University has as one of its responsibilities the securing of a staff of competent employees, while expending as economically as possible monies in its charge for salaries and wages.

1.02 Good personnel management results in strong support of educational objectives through prudent use of resources. A Uniform Position Classification System and a Uniform Base Pay Plan are widely acknowledged and professionally endorsed as effective control and coordination devices which lead to better utilization of salary funds while affording more equity and opportunity for the staff

1.03 This policy statement sets forth the policy and procedures for the establishment, maintenance, and administration of Uniform Position Classification and Base Pay Plans applicable to the Administrative/Professional and Classified positions on the Stillwater campus of Oklahoma State University, recognizing that the primary employer is the University and uniformity is desired across organizational subunits of the University.

1.04 This policy shall not be applicable to members of the University faculty, bona fide student employees, or other part-time (employed less than 50% time or 20 hours per week) and/or temporary employees of the University.

DEFINITIONS

2.01 **ALLOCATION** - assignment of a position to a class or title.

2.02 **CLASS** - a group of positions which are so similar in duties, responsibilities, and education/experience requirements that each position in the group has been given the same job title.

2.03 **CLASSIFICATION** - assignment of a position to a class or title.

2.04 DEMONSTRATED PROFICIENCY INCREASE - pay increase (up to midpoint of range) for proficiency in performance as employee demonstrates competency in execution of all duties. Increase is given by department in accordance with guidelines established by college and/or division.

2.05 DEMOTION - movement of an employee from one position or title to another position or title at a lower pay grade. The movement may be voluntary or involuntary.

2.06 EQUITY - a way of determining appropriate pay. The University considers the following factors when considering equity: necessary qualifications and skills, duties and responsibilities, gender, race, years of service, market, and performance.

2.07 EXEMPT - the position meets the Fair Labor Standards Act tests for exemption from the overtime provisions of the Act, and compensation for overtime is not required. At Oklahoma State University, generally exempt positions are faculty, graduate assistants, administrative/professional, student professional, and temporary professional. Certain farm and recreation workers are exempt from overtime but must be paid straight time for time in excess of 40 hours worked each week.

2.08 HIRING MAXIMUM - the highest starting rate for employees in a given pay range. It is 25 percent above the minimum of the pay range.

2.09 HIRING RANGE - the dollar spread starting at the minimum pay for the Pay Grade up to the hiring maximum (first quartile) of the pay range. Within this hiring range, the department (within the guidelines established by the college and/or division) may make pay offers to qualified applicants without prior approval of University Personnel Services or the appropriate vice president, for new hires, transfers, or promotions.

2.10 JOB DESCRIPTION - a listing of specifications for a class which includes such items as class title, function of the position, characteristic duties and responsibilities, supervision received and given, minimum acceptable qualifications, etc.

2.11 MAXIMUM OF THE RANGE - the highest point of the pay range.

2.12 MIDPOINT OF THE RANGE - the middle of the pay range. In compensation theory, it is ideally the average of salaries of all employees in that pay range.

2.13 MINIMUM OF THE RANGE - the minimum of the pay range. It is the base hourly or monthly pay for an employee who meets the minimum requirements of the position in terms of experience, education, and skill.

2.14 NON-EXEMPT - the position does not meet the Fair Labor Standards Act tests for exemption from the overtime provisions of the Act, and the employee must be compensated for overtime. At Oklahoma State University, non-exempt positions are those in the Classified pay plan and non-professional student or temporary appointments.

2.15 PAY GRADE - a group of classes (titles) which are so similar in ranking that each class in the group has been given the same pay range.

2.16 PAY RANGE - an index guide for pay assignment, ranging from a minimum rate to a maximum rate, with all classes in the same pay grade assigned to the same pay range.

2.17 POSITION - a group of duties and responsibilities, assigned or delegated by competent authority, requiring the full-time service of a person or the part-time service of one or more persons. Part-time and/or temporary positions/employees, under 50% time or under six months appointment, are not included in the provisions of the A/P or Classified pay plans.

2.18 POSITION QUESTIONNAIRE - a narrative statement of specific factors present in a position, which includes characteristic duties and responsibilities with percent of time spent, supervision given and received, limits of authority, etc. Position questionnaire includes an organization chart and appropriate comments from officials. The form is routed through appropriate channels to Personnel Services for review and evaluation.

2.19 PROMOTION - movement of an employee from one position or title to another position or title at a higher pay grade, or movement when a class (title) is assigned to a higher pay grade.

2.20 RECLASSIFICATION - reassignment of an existing position to a different class (title) due to major and substantial changes in assigned duties and responsibilities.

2.21 TEMPORARY - an appointment (non-faculty) which is expected to continue for a period of less than six months. The pay plans do not apply to such appointments.

2.22 TRAINEE - an employee who does not meet the minimum qualifications for the position, but who is expected to be fully qualified within the next year. Individual is hired below the minimum of the pay range.

2.23 TRANSFER - movement of an employee from one position or title to a different position or title in which the pay grades are the same.

ADMINISTRATION OF THE PLANS

3.01 The responsibility for the establishment, maintenance, and administration of the Pay Plans shall rest with the Office of University Personnel Services, subject to normal administrative review.

3.02 The maintenance of the Pay Plans shall include monitoring the marketplace by the use of salary survey techniques. The results of these salary surveys will be used in the preparation of recommendations regarding the appropriateness of current competitive pay areas for the coming fiscal year. Such recommendations will be prepared and transmitted annually, prior to the annual budget study, to the Vice President for Business and Finance.

3.03 Recommendations for modification and/or revision to the Pay Plans which may have University-wide impact shall be presented to the Vice President for Business & Finance for further dissemination to the Executive Group. Certain of such recommendations may have individual/group/committee input prior to submission to the administration.

POLICY AND PROCEDURES: CLASSIFICATION

4.01 Each new or changed position is allocated to a class (title) by Personnel Services based on an accurate Position Questionnaire. The Position Questionnaire and updated organization chart are prepared in the appropriate department, and forwarded through appropriate channels to Personnel Services. Recruitment may not begin until the position has been assigned an official title and position number. Personnel Services will evaluate and report a recommendation as soon as possible.

4.02 When deemed appropriate, Personnel Services may initiate an on-site job audit of a position or group of positions in order to clarify information provided on position questionnaires. As part of the maintenance of the classification system, periodic job audits may be performed to assure the integrity and equity of the system.

4.03 An employee may discuss the need for review of his/her position with the supervisor and/or department head, and ask that a review be requested by the department. In cases where the employee is unable to obtain approval for an official request for review in this manner, Personnel Services may be consulted for guidance.

4.04 Appeal of a classification recommendation may be made by the hiring department and Personnel Liaison conferring with Personnel Services. If agreement is not reached, the hiring department, with the assistance of Personnel Services will refer the problem to the appropriate vice president. If that vice president agrees with the

department's request, the vice president will confer with the Vice President for Business and Finance. If still not resolved, the appeal will be reviewed by the Executive Group and a final decision made.

REQUEST TO STAFF A NEW OR VACANT POSITION

5.01 Recruitment for Administrative/Professional positions may be conducted only after approval has been given through submission of a Request to Staff a New or Vacant A/P or Faculty Position. The form, with the Position Vacancy Notice, is prepared by the employing department and forwarded through appropriate channels to the Office of Affirmative Action.

a. The Request to Staff form shall state whether the position is to be advertised locally, statewide, or nationally. For those positions which are consistently advertised or announced locally or statewide, a minimum period of 2 weeks (10 working days) after appearance of the advertisement in the media is required prior to making an employment selection. For those positions requiring national recruitment, a minimum of 4 weeks (20 working days) after the appearance of the advertisement in the media is required prior to making an employment decision.

b. These time limits for recruiting shall be interpreted as minimal. Searches requiring either regional or national exposure may necessitate extending the search deadline beyond that indicated by these guidelines. If publication deadline needs to be considered, the recruitment period should be extended accordingly. The authority to modify and/or waive stated time limits rests with the Director of Affirmative Action.

5.02 Classified positions do not require a Request to Staff form. Once the department head has secured appropriate approval to staff a Classified position Personnel Services is notified.

RECRUITING TO FILL A POSITION

6.01 As part of the University's Affirmative Action Plan and to improve promotional opportunities for current staff members, all A/P and Classified vacancies must be reported to the Office of University Personnel Services. Personnel Services is notified of A/P vacancies by the Office of Affirmative Action and the Request to Staff form. It shall be the responsibility of Personnel Services to post and/or announce vacancies in a timely manner and advise departments concerning current recruiting procedures.

6.02 In recruiting to fill a vacant Classified position, Personnel Services will assist with advertising, applicant acknowledgment, and other steps in the recruitment process as requested by the employing department. All advertising must include the statement: "OSU is an Equal Opportunity Employer."

6.03 In recruiting to fill a vacant A/P position, the Office of University Personnel Services will assist in coordination of the advertising effort. Advertising copy should include the title of the position, a short job description, the minimum acceptable qualifications, the deadline for accepting applications, and the address of the person to receive the applications and credentials. The salary competitive hiring range may be listed, or the information "commensurate with education and experience" may be used. All advertising must include the statement: "OSU is an AA/EEO Employer Committed to Multicultural Diversity."

a. All administrative position vacancies shall require national recruitment except for those few positions for which an adequate number of women and racial minority applicants can be attracted through local or statewide recruitment.

b. All applicants for A/P staff positions shall be screened by the hiring department to ensure that the minimum qualifications as advertised are met.

6.04 In unusual or emergency circumstances, the Director of Personnel Services or the Director of Affirmative Action may waive or modify the required posting periods.

6.05 All candidates for Classified positions on the Stillwater campus should be directed to University Personnel Services to complete the application process and receive full consideration for employment.

6.06 The Office of University Personnel Services, in conjunction with the Office of Affirmative Action, will monitor position vacancies, recruitment periods, and appointments. However, the responsibility for compliance with the Affirmative Action Plan rests with the employing department.

APPROVAL BY BOARD OF REGENTS

7.01 Permanent employment actions for Administrative/Professional positions that include president, provost, vice president, dean, department head, director, head coach or equivalent in the title are included in the monthly Board agenda for approval prior to implementation exception for separation, retirement, and death which are included

as information items only. The title "director" does not include cooperative county or unit extension directors.

POLICY AND PROCEDURES: PAY

8.01 Pay Grades - Each approved class of positions shall be assigned to an appropriate pay grade by the Director of Personnel Services and shall be listed in the schedule of pay grades. The assignment of classes to pay grades shall be accomplished by measurement of compensable factors in the described position, such as skill, effort, responsibility, working conditions, qualifications.

8.02 Pay Ranges

a. Each approved pay grade shall be assigned to an appropriate pay range by the Director of Personnel Services and listed in the schedule of pay ranges. Pay ranges are established through the use of market surveys, economic indicators, and budgetary levels.

b. Pay Range Adjustments - The minimum and maximum limits of each pay range shall be reviewed at least annually by the Director of University Personnel Services, who shall submit the findings with recommendations to the Executive Group through the Vice President for Business and Finance. Whenever the minimum of a pay range is adjusted upward by action of the administration, all employees whose current salaries fall below the minimum of the adjusted range shall have their pay adjusted to at least the new minimum of the pay range.

c. Pay range adjustments do not disqualify A/P and Classified staff from eligibility for other types of pay raises as provided in this section.

8.03 Advancement of the Employee Within the Pay Range

a. The progression of a staff member's pay within a pay range depends largely upon merit increases (consideration of quality and quantity of work performance), pay range adjustments, and cost of living adjustments. All of these changes are announced by the President whenever budget considerations will permit.

b. All merit pay increases shall be based upon mandatory annual performance appraisals (see Policy 3-0741).

c. Demonstrated proficiency increases may be given by the department head in accordance with guidelines established by the college/division as

long as the pay of the employee does not exceed the midpoint of the range.

8.04 Appointment Rates - Initial pay for employees should be based upon a combination of factors to include relevant qualifications, internal equity, and labor market demands.

a. New Hire - The department may offer pay to a fully qualified applicant up to the hiring maximum of the applicable pay grade depending upon qualifications and equity. The hiring range is from minimum up to the first quartile of the range. If the hiring range is not exceeded, Personnel Services does not need to be consulted for a recommendation. Hiring officials will consider available funds and internal equity in the rate of pay.

b. Promotion - Same as 8.04a above. A reasonable promotional increase as a result of reclassification of the position would be an amount not to exceed the distance between the minimums of the pay range for the previous and current classifications. If the employee is above the maximum of the new range, the promotional increase cannot exceed " the distance between the minimum of the pay range for the previous and current classification. Exceptions must be reviewed by Personnel Services and approved by the appropriate vice president prior to the pay offer.

c. Transfer - The department may offer to pay a qualified employee either his/her current rate of pay, up to the hiring maximum for the range, or lower than the current rate of pay; but the pay must be at least the minimum for the range.

d. Demotion - The department may offer pay to the employee his/her current rate of pay, or lower than the current rate of pay, but the pay must be within the pay range established for the lower position. If the department wishes to pay above the maximum for the lower pay grade, the Office of University Personnel Services must be consulted for a recommendation to the appropriate vice president.

e. Any appointment rate above the hiring maximum must be reviewed by Personnel Services and approved by the appropriate vice president prior to the pay offer.

f. When hiring an applicant who is not fully qualified, the hiring department consults with Personnel Services for a pay recommendation of a percent below the minimum of the pay range and establishment of a date when "trainee" status will end. For those whose qualifications are within 6 months of meeting the minimum requirements, the hiring rate will be 5% below the minimum of the range; for those whose qualifications are within 7 to 12 months of meeting the minimum requirements, the hiring rate will be 10% below the minimum of the range. Personnel Services will refer such appointments to the appropriate vice president for approval.

g. Personnel Services will monitor pay equity, and will notify departments of any inequities that need to be corrected as funds become available.

8.05 Appealing a Pay Recommendation - Exceptions to pay recommendations that have been made by Personnel Services may be requested following the appeal route set out below:

- a. The hiring department confers with Personnel Services. If the difference is not resolved,
- b. the hiring department, with the assistance of Personnel Services, refers the problem to the appropriate vice president. If that vice president agrees with the department's request, the vice president will confer with the Vice President for Business and Finance. If it is not resolved,
- c. the appeal is referred to the Executive Group for review and final pay decision.

8.06 Standby and Call-In Compensation

This section has been replaced by Section 11.0 Call-In Duty and Compensation of Policy 3-0742 Timekeeping and Overtime.

EXCEPTIONS TO POLICY AND PROCEDURES

9.01 The authority to grant exceptions to one or more of these policies and procedures is vested in the Office of the President of the University, as stated in Policy and Procedures Letter 3-0701, section 3.03.

9.02 Oklahoma State University reserves the right to change these Policy and Procedures or any portion thereof at any time.

9.03 The policy replaces 3-0740 (Uniform Position Classification and Pay Plan for Administrative/ Professional and Classified Staff) adopted November 1984 with the latest revision March 1987.