

Policy Title:

Procedure: Salary Administration for Confidential, Managerial, and Professional Support Staff

University Classification & Policy Number:

development, administration, and review of this Policy.

2.01.06 Evaluations will be conducted by a committee composed of at least three employees trained in the Hay method. At least one member of the committee will be from outside the Human Resources department. All committee decisions will be decided by majority vote.

2.01.07 If the manager and the employee disagree with the evaluation, they shall have the right to request the committee reconsider its decision within twenty (20) working days of receiving the evaluation. The manager and the employee will be asked to present their reasons for the request and any additional or new information about the position to the committee. The committee may request additional information from appropriate parties. T-42d (). 1(930)

2.04.03 When the completion of 1820 hours of service falls during a period when the employee is on sick leave, the decision to grant or withhold an increment may be postponed until the Employee's return to work. When the decision to grant or withhold an increment has been postponed and the Employee does not return to work and is approved for long term disability, then the decision to grant or withhold the increment shall be made on the last day of the Employee's sick leave. Increments granted in this 53j[(d9883.2(02 Tc 0.002 Tw 0.277 0 Td [)T]

2.06.01 When an employee's position is reclassified to a higher classification

- c) when the maximum salary of their new salary range becomes greater than their current salary, the employee will be placed at the new maximum and will receive the benefit of any general salary increases approved in the future; and
- d) if the maximum salary of the employee's new salary range does not become greater than their current salary within two years of reclassification, then two years from the date of reclassification, the employee will be placed at the maximum of the new salary range and will receive the benefit of any general salary increases approved in the future.

3.0 Related Policies, Procedures and Institutional Documents

- Salary Administration for Confidential, Managerial, and Professional Support Staff Policy.