Marshall University Board of Governors
Policy No. FA-6

Classified Employee Salary Policy

1 General:
1.1 Scope: Policy regarding salary increases for classified employees.
1.3 Passage Date: October 30, 2013
1.4 Effective Date: Upon Passage.
1.5 Background: Added 2.4 as an alternative to the previous method of distributing increases (2013-09).
   Removed references to MCTC and republished on 10-Sep-2013 as per BOG resolution. This policy is

2 Policy:
2.1 Salary increases for classified employees shall be given in a manner consistent with Article 9, Chapter
    18B of the Code of West Virginia and all other relevant governing authorities.
2.2 In the absence of other specification, references to “salary schedule” and “statutory salary schedule”
    shall mean the current “Higher Education Classified Employee Annual Salary Schedule” in W. Va.
    Code §18B-9-3.
2.3 With funds allocated by the Board for general salary increases for classified employees, Marshall
    University shall fund classified employee salary increases in the following way:
2.3.1 Zero Step Increases – Any classified employee with a salary below the salary for zero years of
    experience for the employee’s pay grade in the statutory salary schedule shall have his salary
    increased to that “zero step” salary.
2.3.2 Experience Increases – The difference or “gap” between a classified employee’s salary and the
    employee’s appropriate salary in the statutory salary schedule shall be calculated. Employees’
    salaries shall be increased by an equal percentage of their respective gaps. The percentage shall be
    the ratio of the funds available after applying Zero Step Increases to the total of the gaps for all
    classified employees. Salaries shall not be increased for any individual whose salary is above the
    appropriate salary on the salary schedule except as allowed by law.
2.3.3 Order of increases – Zero Step Increases shall be applied first and Experience Increases shall be
    applied second. The salary calculated for an employee after applying Zero Step Increases shall be
    considered the employee’s salary for the purposes of calculating Experience Increases.
2.4 As an alternative to procedures described in Section 2.3, the President may recommend to the Board a
    plan for salary increases for classified employees that provides for across-the-board increases.
2.4.1 Across-the-board increases may take the form of each classified employee receiving the same
    monetary dollar amount increases (adjusted by the employee’s full-time-equivalent
    employment percentage) or each classified employee receiving the same percentage increase
    on the employee’s regular base salary.
2.4.2 The recommendation may include exempting certain recently-hired employees.
2.4.3 Such a recommendation will include:

2.4.3.1 The methodology (i.e. the amount of the “equal dollars” or equal percentage” increase) for the increase,

2.4.3.2 A description of any exemption for recently-hired employees,

2.4.3.3 An estimate of the number of classified employees receiving the increase, and

2.4.3.4 The expected total cost of the increase.

2.5 The overall goal for salary increases for classified employees is complete implementation of the statutory salary schedule. Nothing in this policy shall be construed to require the Board of Governors to have such implementation completed by any particular date, and nothing shall be construed to require the Board to provide salary increases, except that the Board shall ensure that all mandates, deadlines, or timetables established by any relevant governing authority and in effect at the time of any increase shall be followed.

2.6 Although W.Va. Code § 18B-9-5 specifically allows for merit raises for classified employees, the policy of the Board shall be that merit increases will be awarded only after the classified employee salary schedule is fully implemented and a specific merit policy is approved by the Board.