

# MARSHALL UNIVERSITY RESEARCH CORPORATION

## POLICY AND PROCEDURES

### FY 2019 SALARY ADMINISTRATION

Effective: July 1, 2018

#### **A. Purpose**

To provide guidance for the administration of salary compensation for Marshall University Research Corporation (MURC) employees.

#### **B. Guidelines and General Policies**

This policy shall cover all employees, including employees funded by both internal and external sources, who are paid through the MURC payroll system. Employees paid through the State payroll system will be excluded from this policy, but will be subject to Institutional guidelines regarding FY 2019 salary changes.

In compliance with Federal Regulations and Institutional Policies, MURC will support requests for increase in pay that are consistent with the percentage of salary pool approved by Marshall and reflect the average salary adjustment in any given cycle. Requested increases must be (1) based on factors of external equity, internal equity, experience and performance, (2) approved by the appropriate Principal Investigator (PI), Dean, or Vice President, and (3) provided for in the approved project budget. The total average of proposed increases for any one department shall not exceed 3%.

Salary increases will be effective on the same timing as that chosen by the Institution or thereafter. For FY2019, the effective date of adjustments will be July 1, 2018 or thereafter.

#### **C. PAR Deadline**

For increases to appear on the July 16 payroll, all PARs for salary adjustment must be in the MURC payroll office by Friday, June 29, 2018.