

# 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.
- 1.2 Statutory References: W. Va. Code § 18B-9-3, 18B-9-4, 18B-9-5.
- 1.3 Passage Date: March 9, 2005
- 1.4 Effective Date: Upon Passage.
- 1.5 Background: This policy is required under W. Va. Code §18B-9-4 and 18B-9-5. This policy was previously numbered as MUBOG Policy No. 29.

#### 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 and Marshall Community and Technical College 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 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.
- 2.5 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.