

UNIVERSITY POLICY FOR FINANCIAL AFFAIRS

Policy No. UPFA-4

CLASSIFIED/NON-CLASSIFIED EMPLOYEE SALARY POLICY

1 General Information:

- 1.1 Scope: Policy regarding salary increases for classified/non-classified employees.
- 1.2 Statutory References: W. Va. Code §§ 18B-9A-2 and 18B-9B-1, *et seq.*
- 1.3 Passage Date: October 19, 2022
- 1.4 Effective Date: November 20, 2022
- 1.5 Background: Modified policy to address new classification/compensation system authorized in HR 2542 (2017-09-02). Added “across-the-board” 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 original policy was required under W. Va. Code §18B-9-4 and 18B-9-5. Establishes the classification and compensation system pursuant to W. Va. Code 18B-9B-1, *et. seq*

2 Policy:

- 2.1 With funds allocated by the Marshall University Board of Governors (the “Board”) for general salary increases for classified/non-classified employees, Marshall University shall fund classified/non-classified employee salary increases in the following way:
 - 2.1.1 Pay grade minimum salary increases – Any classified/non-classified employee with a salary below the minimum salary for the employee’s pay grade on the Marshall University approved salary schedule shall have his salary increased to that “minimum” salary.
 - 2.1.2 Across-the-board increases -- As an alternative to the procedure described in Section 2.1.1 or as an additional increase, any plan for salary increases for classified/non-classified employees may also include across-the-board increases.
 - 2.1.2.1 Across-the-board increases may take the form of each classified/non-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.
 - 2.1.2.2 An across-the-board increase recommendation to the Board may include exempting certain recently hired employees. “Recently-hired” shall be defined in the recommendation, which may exempt employees whose current employment by the University began up to 6 months prior to the date of the salary increase.
 - 2.1.3 Administrative Stipend for “stand alone” duties - These pay adjustments are temporary and shall be reviewed periodically and eliminated after the scope of work and/or project has been completed. These duties must be outside the scope of an employee’s essential job duties and functions.
 - 2.1.4 Market Adjustments - a pay adjustment made to recognize compensation changes in the labor market for a specific job or jobs. Market adjustments are normally associated with job family

reviews. Occasionally, unusual market forces may warrant a market adjustment due to the value of “hot jobs”.

- 2.1.5 Internal Equity Adjustments - a compensation adjustment made to make an employee’s pay equitable when compared with that of other employees who have comparable education, performance outputs, work experience, and who hold similar positions in the same classification. The purpose of internal equity adjustments is to facilitate equitable pay among similarly situated employees. Internal equity adjustments may be made to correct salary compression or inversions in the pay range.
- 2.1.6 Performance-based increase - an individual percentage increase to an employee’s salary based on the employee’s level of performance as determined during the performance evaluation period.
- 2.1.7 Critical Retention Adjustments – a salary adjustment intended to retain an employee that occupies an essential or critical position and may be subject to competitive offer(s). These adjustments are typically for one-of-a-kind jobs, involving unique skills, experience, or knowledge or jobs that are extremely difficult to retain and recruit. Approved adjustments may only be an increase to an employee’s base pay, and not a one-time payment.
- 2.1.8 Force Majeure – The University, with the approval of the Board of Governors may institute a temporary reduction in compensation as it deems appropriate and necessary to address emergent situations or events that drastically impact University operations. Events include but are not limited to fire, flood, earthquake or like acts of God, wars, revolution, civil commotion, explosion, acts of public enemy, embargo, a sharp decline in revenue or insufficient funds being appropriated by the West Virginia Legislature, pandemic or other health emergency or any other circumstances beyond the reasonable control and without the fault or negligence of the University. The University will attempt to limit such reductions and shall have the authority to reinstate the reduced compensation, should funds become available.
- 2.2 Other forms of compensation may include: Compensatory Time, Overtime, Holiday Compensation, Emergency Call-in Compensation, Annual Increment, or any other supplemental forms of compensation that are consistent with the West Virginia Code and the West Virginia Constitution.
- 2.3 The overall goal for salary increases for classified/non-classified employees is to provide appropriate compensation to classified/non-classified employees. Nothing in this policy 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.

- 2.4 Although the classified/non-classified employee pay grade salary ranges include minimum, midpoints, and maximum salaries, the policy of the Board is that general salary increases for adjustments within a paygrade except for increases described in sections 2.1.2 – 2.1.7 shall occur only after the approval by the Board of a specific policy specifying procedures for such increases.