

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

<b>Uniform Pay Plan for Classified Employees</b>	<b>3-016 FISCAL SERVICES July 2009</b>
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POLICY and/or PROCEDURE

- 1.01 Federal and State statutes, executive and administrative orders, and court interpretations require that employees be treated equitably and fairly in matters of pay administration, job opportunities, nondiscrimination and equal pay for equal work. Oklahoma State University Institute of Technology has developed a Uniform Pay Plan for classified employees to comply with statutes, orders and interpretations which deal with equal-pay-for-equal-work, and which will also provide necessary records required by the various agencies concerned.
- 1.02 The Classified Uniform Pay Plan consists of the following:
- A. Regulations affecting the establishment of uniform pay for classified employees.
  - B. A schedule of titles and pay ranges.
  - C. A uniform position classification plan.
- 1.03 To comply with the Classified Uniform Pay Plan, all classified positions of a common or similar nature will be grouped into one of four job families. Positions within the job family will be assigned an appropriate pay range and will be listed in the Classified Pay Plan Schedule.
- 1.04 The Director of Human Resources and Vice President for Fiscal Services will evaluate the position questionnaires and designate appropriate pay ranges to each classified position. All positions will be reviewed annually to ascertain if new pay ranges need to be assigned. Any new positions authorized in the future will be assigned to appropriate pay ranges in the manner described above.
- 1.05 Pay Ranges and Advancements
- A. The pay range is structured to provide a minimum rate, a hiring maximum, and a maximum rate within the range.
  - B. The minimum rate for each job family shall be such that applicants who meet the minimum training and experience requirements can be employed at that rate.

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- C. The progression of an employee within a pay range depends upon increases based on merit (quality of work performance), cost of living adjustments, and pay range adjustments.
- D. All merit pay increases in excess of cost of living adjustments will be based on performance ratings (as designated by the President) and upon recommendations of the employee's supervisor as approved by the President.

1.06 Appointment Rates

- A. To improve promotional opportunities for present employees, the Human Resources Office will post all classified positions internally.
- B. Appointments shall not be made to positions until appropriate classification and pay ranges have been assigned as described in 1.04 earlier.
- C. New employees shall be appointed at the minimum rate for the class to which the position is assigned, with the following exceptions: If the new employee's qualifications, training, and experience substantially exceed the minimum qualifications for the classification to which the employee is appointed, the initial appointment rate may be increased to the hiring maximum provided the unit leader submits to the Vice President for Fiscal Services, in writing, adequate justification for an increase in the initial appointment rate.

1.07 Pay Increases

An employee may receive an increase in pay through a --

- A. Cost of Living Adjustment
- B. Merit Pay Increase
- C. Promotion
- D. Pay Range Adjustment

1. Cost of Living Adjustment

Adjustments will be determined by the President and be subject to the availability and limitations of budgeted funds.

2. Merit Pay Increases

- a. A merit pay increase is an increase in pay in excess of the cost of living adjustment, but within the same pay range.

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- b. Merit pay increases shall be determined by the President, based upon recommendations of unit leaders. The justification will include annual evaluation results and other criteria as required by the President.
- c. Copies of performance evaluations used as partial basis for merit pay increases shall be retained in the Human Resources Office after appropriate review by the unit leader and his/her supervisor.

3. Pay Increases upon Promotion

- a. A promotion occurs when an employee is moved from a current position to one in a higher pay range by reason of increased responsibility or ability. A promotion may occur either within an area or between areas.
- b. When an employee is promoted, the pay shall be no less than the minimum of the pay range assigned to that position to which he or she is promoted.

4. Pay Range Adjustment

The minimum and maximum limits of the pay range may be adjusted as authorized by the President.

1.08 Pay upon Demotion

- A. A demotion occurs when an employee is moved from a current position to a different position which is assigned to a lower pay range.
- B. Demotions may be voluntary or involuntary. When an involuntary demotion occurs, the employee may appeal in writing and request appearance before a Grievance Committee. (See *3-015 Grievance Procedures*.)

1.09 Exceptions

Exceptions to the above procedures can only be made upon receipt of written authorization from the President.

Approved: August 1996  
Revised: October 2005  
Revised: July 2009