

ALTERNATIVE COMPENSATION PROGRAM

New Hire Salary Guidelines:

Units shall typically hire in new employees at up to 10% above the base of the salary range. In the event that a hiring unit seeks to hire an employee in at more than 10% above the base of the salary range, the unit must provide written justification addressing the candidates experience above and beyond the classifications minimum qualifications, as well as internal equity within the hiring unit. Such written justification must be approved by the position Supervisor, Unit Director, Division Head and is subject to Human Resource review and approval. Requests that would result in a new hire passing current employees in the same classification within the hiring unit generally shall not be approved. Such requests should provide specific reasoning and logic why the employee should surpass existing employees before being approved. Units are required to meet with a human resource representative prior to submitting a request.

Promotional Salary Guidelines:

Employees who receive a promotion shall typically receive a 4 – 10% salary increase or to the base of the new range. In the event the salary range of the employee's new classification is more than 10% above his/her current salary, the employee may be brought in at up to 10% above the range base. In the event a hiring unit seeks to pay the employee more than 10% above the employee's current salary (or more than the base of the new range if it is greater than 10%), then the hiring unit must provide written justification that addresses the employees qualifications, internal equity, and any additional reasons why the unit is seeking to pay above the promotional salary guidelines. Such written justification must be signed by the position Supervisor, Unit Director and the Division Head and is subject to Human Resource review and approval. Requests that would result in a promotional employee passing current employees in the same classification within the hiring unit generally shall not be approved. Such requests should provide specific reasoning and logic why the employee should surpass other employees in the same classification within the unit before being approved. Units are required to meet with a human resource representative prior to submitting a request.

Off-Cycle Work-Load Adjustments:

In the event an employee permanently assumes additional duties and responsibilities, a written request for a work-load adjustment may be submitted explaining the situation and providing justification. A new job description detailing the specific changes shall be signed and submitted with the written justification.

Employees who assume additional duties on a temporary basis may also be eligible for a workload adjustment. Written justification for temporary work-load adjustments should include not only the written justification, but should also include the requested effective date, and the anticipated end date of the assignment. A new, temporary job description shall be signed and submitted with the written justification. Such assignment shall not be less than ten working days and shall generally last about three months. Employees may receive one extension for a time period of up to an additional three months (for a total of no more than six months).

Written justification should contain clear and concise information detailing the facts and circumstances leading to the request, and specify the additional duties and responsibilities that the employee has assumed. It shall be signed by the Supervisor, Unit Director and the Division Head, and is subject to Human Resource review and approval. Work-load adjustments shall not be retroactive. Employees who are approved for a work-load adjustment (permanent or temporary) may receive up to a 7% increase over their current salary.

Off-Cycle Work-Load Adjustments shall be effective the beginning of the first pay period after the Human Resource review and approval. Units are required to meet with a human resource representative prior to submitting a request.

Please contact the Office of Human Resources at 206-6652 with any questions.