

Part 4. Personnel Policies

Section VI. Benefits/Compensation/Personnel Files

A. Compensation (Updated 5/023/27/2008)

1. Salaries and Hourly Wages

a. Classified Employees

Any annual sSalary and wage increases for classified employees are made in accordance with the ~~annual~~ plan established and recommended by the Idaho Division of Human Resources, in accordance with the policies of the University.

b. Nonclassified Employees

Salary - All nonclassified employees shall receive a fixed salary. Payment in addition to the fixed salary may be authorized by the President, or his/her designee, and reported to the Board. All initial salaries for nonclassified employees are established by the President, or his/her designee, subject to approval by the Board where applicable. The Board may make subsequent changes for any nonclassified employee salary or may set annual salary guidelines and delegates to its executive director authority to review compliance with its annual guidelines. Any annual salary increase outside Board guidelines requires specific and prior Board approval before such increase may be effective or paid to the nonclassified employee. With the exception of the chief executive officers and other positions whose appointment is a reserved Board authority, approval of salaries shall be effective concurrently with Board approval of annual operating budgets for that fiscal year.

For salary adjustments outside of any annual salary increases noted above, it is the responsibility of the appropriate Vice President or direct report to the President to review the recommendation of Human Resources. If the responsible Vice President or direct report to the President does not concur with Human Resources, the next step in resolution is with the Vice-President for Finance and Administration. If resolution is still not achieved, the final decision will reside with the President.

2. Overtime Compensation

a. Classified Employees

Compensation for classified employees shall be in accordance with Chapter 53, Title 67, Idaho Code. No classified employee will receive an automobile or automobile allowance as part of his/her compensation.

b. Nonclassified Employees

Overtime Compensation - Nonclassified employees earning annual leave at the equivalent rate of two (2) days for each month or major fraction thereof of credited state service are not eligible for either cash compensation or compensatory time off for overtime work. Nonclassified employees in positions that are defined as "non-exempt" under the Fair Labor Standards Act earn overtime at

a rate of one and one-half (1½) hours for each overtime hour worked. ~~Other nonclassified employees may earn compensatory time off at the discretion of the President at a rate not to exceed one (1) hour of compensatory time for each hour of overtime worked.~~

3. Shift Differential

a. Eligibility

Shift differential compensation shall be paid if 50% or more of an classified employee's assigned hours in a workweek occur between 6:00 p.m. and 7:00 a.m. Leave hours shall be regarded as having been assigned the same hours that the employee would have worked.

Shift differential compensation shall be paid for all hours worked by a relief shift employee.

b. Shift Pay Rate

Shift compensation is paid at the rate of 5%.

c. Hours Paid at Shift Rate

If an employee qualifies for shift differential pay during a workweek, the shift rate shall be calculated for all reported in that week, including holiday pay, overtime and leave taken. The resulting amount of shift differential pay shall be included in the compensation for that pay period.

4. Classified Employees Salary Administration

It is the goal of Idaho State University to move classified employees whose work performance is satisfactory to policy rate in a timely manner. Placement on the salary scale beyond policy rate requires extraordinary performance unless otherwise dictated by Legislative intent.

a. Merit

(1) The criteria for merit raises are the employee's productivity, reliability, effectiveness, and ability to achieve the goals and objective of the department. It is the responsibility of the appropriate Vice President or ~~Dean of Student Affairs~~ direct report to the President to review the nominations and make final recommendations to the President. For those departments reporting directly to the President, the department head shall make recommendations directly to the President.

(2) Performance and the availability of funds should be the determining factors for a salary increase.

b. Discretionary Merit Raises

Discretionary merit raises are defined as extraordinary merit raises which are given outside of the routine 2,080 hour cycle in recognition of exceptional achievement or as compensation for the assumption of extra duties, etc. These increases may occur during any pay period. It is the responsibility of the appropriate Vice President or ~~Dean of Student Affairs~~ direct report -to the

~~President to review the nominations recommendation of Human Resources and make final recommendations to the President. If the responsible Vice President or direct report to the President does not concur with Human Resources, the next step in resolution is with the Vice-President for Finance and Administration. If resolution is still not achieved, the final decision will reside with the President. For those departments reporting directly to the President, the department head shall make recommendations directly to the President.~~

c. Temporary Increases

Special, one time, temporary increases within the pay grade may be recommended ~~to the President by the Vice President(s), or Dean of Student Affairs~~ in recognition for exceptional achievement or as compensation for extraordinary duties assumed by employees who are still working within his/her classification. One time, temporary increases may take effect at any time of the year. It is the responsibility of the appropriate Vice President or direct report to the President to review the recommendation of Human Resources. If the responsible Vice President or direct report to the President does not concur with Human Resources, the next step in resolution is with the Vice-President for Finance and Administration. If resolution is still not achieved, the final decision will reside with the President.

d. Promotional Increases

Salary increases for promotions will be typically 5% or to the minimum of the new pay grade. Promotional increases above 5% require documentation supporting unique performance or special market conditions ~~and require approval by the appropriate Vice President or President.~~ It is the responsibility of the appropriate Vice President or direct report to the President to review the recommendation of Human Resources. If the responsible Vice President or direct report to the President does not concur with Human Resources, the next step in resolution is with the Vice-President for Finance and Administration. If resolution is still not achieved, the final decision will reside with the President.

e. Reclassification Upward Increases

Salary increases for upward reclassifications will be based on performance and the amount of salary increase being ~~at 5% or to the minimum of the new pay grade, whichever is greater.~~ Reclassification increase requests above 5% require documentation supporting unique performance or special market conditions least to the minimum of the new pay grade. It is the responsibility of the appropriate Vice President or direct report to the President to review the recommendation of Human Resources. If the responsible Vice President or direct report to the President does not concur with Human Resources, the next step in resolution is with the Vice-President for Finance and Administration. If resolution is still not achieved, the final decision will reside with the President.

f. Reclassification Downward

The salary of persons whose positions are reclassified to a lower pay grade will be protected to the maximum in the lower pay grade. Employees who are affected will be paid, whenever possible, at the same salary.

g. Demotion

(1) Involuntary

If productivity, reliability, effectiveness and ability to achieve the goals and objectives of the department should decrease, the supervisor may recommend a reduction in pay commensurate with the level of performance of the employee as judged by the supervisor. Involuntary demotions are subject to due process procedures. ~~Such recommendations are made to the appropriate Vice President or the Dean of Student Affairs and forwarded with their recommendation to the President. They may take effect at any time within the year if it is warranted by the job performance of the employee.~~ Involuntary demotions must be supported by documentation which clearly specifies reasons for the action. Contact the Office of Human Resources for assistance with involuntary demotions.

(2) Voluntary

Employees who request and receive a voluntary demotion will have wage protection to the same percentile in the lower pay grade or 5% above the minimum of the new pay grade. Exceptions above this rate must be requested in ~~writing and submitted to the appropriate Vice President or President for approval~~ writing. ~~It is the responsibility of the appropriate Vice President or direct report to the President to review the recommendation of Human Resources. If the responsible Vice President or direct report to the President does not concur with Human Resources, the next step in resolution is with the Vice-President for Finance and Administration. If resolution is still not achieved, the final decision will reside with the President.~~

h. Intra-Departmental Transfers

Intra-departmental transfers in the same class or one of an equal pay grade shall have no effect on the employee's salary unless a lower pay rate is negotiated.

i. Failure to Complete Promotional Probationary Periods

Should an employee fail to serve satisfactorily during the probation period in the position to which she or he has been promoted, the employee shall be returned to a class in which she or he holds permanent status as described in the Idaho Division of Human Resources rules. The salary shall revert to the equivalent pay ~~grade-rate~~ at the time of promotion.

j. On-Call and Call-Back Time

On-call is defined as time a classified employee must be available, fit for duty, able to report, and actually report to the assigned work location within 30 to 60 minutes (time to be predetermined by the department director or college dean) of receiving a call to respond to an emergency / critical situation. Time spent in on-call status cannot be recorded as time worked nor will overtime accrue during time spent in on-call status. If the employee must remain on the University premises or so nearby they cannot use their time freely, time is compensable on an hour-for-hour basis and shall not be considered on-call.

On-call duty should be assigned in one week blocks. On-call duty should be rotated evenly through available employees who can report to work within the required time limit, are assigned to the appropriate classification, and possess the required skills to perform necessary work that may occur. An employee who has previously scheduled a vacation cannot be required to be on-call during an already approved vacation time.

All classified employees, both FLSA non-exempt and exempt, who are assigned to on-call duty, shall receive two hours of comp-time for each week assigned on-call duty, regardless if called-back or not. This comp-time shall be added to the employee's comp-time balance. When an employee is assigned on-call duty it must be clearly documented on his/her time-sheet.

Call-back occurs when a classified employee is contacted and requested to return to the assigned work location during times other than their normal work schedule. Call-back can occur as a result of being assigned on-call duty or not being assigned on-call duty. If called-back, a classified employee will receive pay for actual time worked or two hours, whichever is greater and the employee must clearly document the appropriate time on his/her time-sheet. FLSA non-exempt employees called-back during an official University holiday are entitled to be paid at a rate of time and one-half for actual hours worked or two hours, whichever is greater, on the holiday.

Hours actually worked as a result of being called-back shall be compensated at the regular rate of pay, and shall be subject to the overtime provisions pursuant to the Fair Labor Standards Act and the Rules of the State Division of Human Resources. Classified FLSA exempt employees are treated differently. Such employees that are called-back shall not receive compensation beyond their normal salary; rather, will receive comp-time for actual time worked or two hours, whichever is greater.

Any travel associated with coming into work or returning home will be considered regular travel to work and is not considered time worked and will not be compensated.

Payment for handling telephone calls will be compensated on an accumulated actual time basis that when combined, equals or exceeds 15 minutes during a given pay period.

A supervisor may adjust an employee's work schedule to avoid overtime, but cannot reduce total hours worked to less than the amount each employee is guaranteed each week by position assignment. Idaho State University employees who are assigned to perform on-call duty for one month earn eight (8) hours of earned administrative leave which is to be taken the first Monday of the following month.

k. Bonuses

In addition to merit increases described in this policy, the President may grant a lump sum bonus not to exceed \$1,000.00 per fiscal year upon certification of meritorious service as described in 1.a of this policy. Exceptions exceeding \$1,000.00 may be granted by the President and must be approved in advance by the State Board of Examiners.

l. Lateral Transfers

Under the rules of the Idaho Division of Human Resources and Personnel Commission, it is permissible for a classified employee to accept a lateral transfer (transfers that do not constitute a promotion). Transfers in the same class or one of equal pay grade shall have no effect on the employee's salary unless a lower salary is negotiated. The supervisor is expected to check performance evaluations and references and to consult with the current supervisor.

The transferred employee carries all accrued vacation and sick leave time as well as his/her anniversary date to the new position.

The new department is obligated to honor pay raises, sick leave and vacation leave as though the employee had worked without interruption from the original date of hire for the new department. There is no additional probation period. A Personnel Recommendation Form describing the transfer should be completed by the department acquiring the employee.

5. Salary Administration Guidelines

a. General

It is the policy of Idaho State University to attract the most qualified people available and to encourage them to build careers with ISU. In keeping with this policy, it is our intent to approve salaries that are internally consistent and externally competitive within the higher education system and our geographical region. Each employee will be compensated on the basis of performance and contribution to the accomplishment of the goals of Idaho State University.

b. Authority to Set Salaries

The President, ~~or his/her designee, of Idaho State University~~ has the responsibility for the administration of this policy. Each Dean, Director or unit head will recommend to the President, ~~or his/her designee,~~ salaries of faculty and staff within their unit. The State Board of Education has final authority to approve salary recommendations for each institution under its jurisdiction. At their discretion, either the State Board of Education or the Idaho Legislature may stipulate procedures or guidelines regarding salaries which can impact the administration of salaries.

c. Factors Affecting Salary Decisions

Factors affecting individual salary decisions include:

- (1) Individual qualifications appropriate to the specific areas of responsibility;
- (2) Individual professional record (includes teaching, research and service for faculty);
- (3) Relative equity in position (rank and discipline for faculty) to other salaries within the institution; and
- (4) Relative equity in position (rank and discipline for faculty) to comparable salaries in the region.

d. Annual Merit Increases

Annual merit increases are to be determined by the President, ~~or his/her designee, of Idaho State University~~ on recommendation and in consultation with other administrators and based on:

- (1) Size of the state appropriation and/or salary pool designated to the institution and each unit; and

(2) Individual professional (teaching, research and service for faculty) performance.

e. Bonuses

In addition to merit increases described in this policy, the President may grant a lump sum bonus not to exceed \$2,000.00 per fiscal year upon certification of exceptional meritorious service. Bonus requests must be submitted in writing to Human Resources for consideration by the ISU Bonus Committee. The Bonus Committee will make a recommendation to the President. Exceptions exceeding \$2,000.00 may be granted by the President and must be approved in advance by the State Board of Examiners.