University of North Dakota
Salary Administration Policy
for Staff Employees

I. Objectives

The primary purpose of the salary administration policy at the University of North Dakota is to complement the stated goals of the University by attracting and retaining well-qualified staff employees. When possible, the University will be responsive to market influences with consideration for internal equity. The policy also ensures that salary adjustment decisions are made as fairly as possible and communicated effectively to employees.

II. Definitions

Merit means a salary adjustment made solely in recognition of work performance which is superior and consistently exceeds performance standards documented through an established review process. Salary adjustments based on performance are considered only during the annual budget process.

Market means a salary adjustment to reduce or eliminate an external pay rate disparity using North Dakota University System recognized market data.

Equity means a salary adjustment to reduce or eliminate an internal pay rate disparity.

Probationary means a salary adjustment at the successful completion of the initial hiring probationary period for broadbanded staff employees.

Temporary means a salary adjustment for a short period of time while an employee serves in an interim position or is assigned additional duties on a temporary basis.

III. Procedures

A. Hiring Rates.

Staff employees are hired comparative to the market level for the position. Consideration may be given to substantial, directly related experience and internal equity, which may include factors such as job performance and level of responsibility. The hiring rate will be no less than the advertised minimum rate. (See NDUS HR Policy Manual Section 5.) This applies to all new hires, transfers and rehires.
B. **Annual Budget Salary Adjustments**

Decisions concerning all salary adjustments must be implemented in accordance with legislative, SBHE, and university requirements.

The President’s Office provides any relevant legislative or SBHE directives regarding salary adjustments after consultation with the NDUS office staff and the Chancellor’s Cabinet.

The President and Vice Presidents determine priority needs of the University and establish guidelines for salary allocations, based on information from sources such as deans, directors, department heads, and other individuals and groups. The guidelines provide for the level of any allowable adjustment(s).

Each dean, department head or administrator responsible for making individual salary determinations will follow the approved guidelines.

Recommendations of the dean, department head, or administrator will be reviewed by the appropriate vice president and/or president for final approval.

All employees receiving an annual salary adjustment must have completed the mandatory on-line harassment training.

Current performance evaluations must be on file consistent with SBHE and institutional policy.

Any July 1 salary adjustments that were not included or were incorrect in the Budget Application are processed through the HR and Payroll offices by using a Salary Adjustment Worksheet and Job Data Change Form.

C. **Other Salary Adjustments.**

Under certain circumstances, other salary adjustments may be made throughout the year with appropriate review and approval. Such salary adjustments are:

1. **Probationary period for broadbanded staff.** Upon satisfactory completion of the initial probationary period, a broadbanded employee is eligible for a salary adjustment of five percent (5%). (See NDUS HR Policy Manual Sections 4 and 5.) An employee evaluation form (Performance Management Plan) must be completed before the adjustment is approved. To process a probationary salary adjustment, two authorized signatures are needed. The six month probationary period does not apply to positions which the President has excluded from the broadbanding system.
2. **Additional workload.** An increase to base salary not exceeding ten percent (10%) may be granted based on a documented additional workload as a result of new programs or reorganization. A Salary Adjustment Worksheet must be completed with the Job Data Change form. To process an additional workload, two authorized signatures are needed.

3. **Duties and Responsibilities change.** Staff salary adjustments are not automatic and may change with modification in job responsibilities or job family within the same position. Rationale for adjustments to base salary based on a significant change in the duties and responsibilities associated with a position will be documented by a Position Description with consultation and review by the Office of Human Resources. The adjustment must be consistent with internal equity and market level for the position. (See NDUS HR Policy Manual Sections 5 and 14.) A Salary Adjustment Worksheet must be completed with the Job Data Change form. Two signatures are needed; Vice President approval is required.

4. **Temporary Adjustment.** An adjustment may be given to an employee assigned additional duties on a temporary basis or serving in an interim position. Adjustments should not be given for interim periods of less than thirty days. Employees may not retain the higher compensation level for more than thirty days after the interim period ceases to exist. (See NDUS HR Policy Manual Section 5.) A Salary Adjustment Worksheet must be completed with the Additional Pay form. Two signatures are needed; Vice President approval is required.

5. **Internal Equity Adjustment.** An equity adjustment to base salary is intended to reduce or eliminate documented institutional internal salary disparities which cannot be accounted for after an analysis and comparison of differences in the work assigned, individual qualifications, experience, years of service, and work performance. (See NDUS HR Policy Manual Section 5.) Although uncommon and should be included in the annual budget process, these situations may arise at other times during the year. Internal equity adjustment requests are made in consultation with the Office of Human Resources and are submitted with supportive documentation including a Salary Adjustment Worksheet and Job Data Change form. Two signatures are needed; Vice President approval is required.

6. **Market Adjustment.** A market adjustment to base salary is intended to reduce or eliminate a documented external salary inequity using North Dakota University System recognized market data. Market adjustments are normally limited to ten percent (10%) but may exceed that amount with support documentation and appropriate administrative approval. Although uncommon and should be included in the annual budget process, these situations may arise at other times during the year. Market adjustment proposals must consider institutional internal equity and are made in consultation with the Office of Human Resources. Requests are submitted with supportive documentation including a Salary Adjustment Worksheet and Job Data Change form. Two signatures are needed; Vice President approval is required.
Note: Any adjustments exceeding these guidelines require approval by the President.

IV. Grievances

Current grievance policies/processes are available as a means to provide an impartial review of a salary adjustment decision. Any benefited staff employee who believes that a salary adjustment decision was inappropriate may request a review through the appropriate process.

Broadbanded Staff:
   \textit{NDUS HR Policy Manual, Grievance Procedures, Section 28.}

Any Employee:
   If an employee believes that a salary decision has been made on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or physical, mental or medical disability unrelated to the ability to engage in activities involved with the job, \textit{Procedures for Complaints of Discrimination or Harassment}, administered by the UND Affirmative Action Office.

\textit{April 2009}