

Within Range Salary Increase for Nonexempt Employees

Objective

To provide for a within range salary increase to a nonexempt employee who assumes additional responsibility. The position title and salary range would not change.

I. Background:

- A. The USM Pay Program for Nonexempt Employees was implemented on June 6, 1996. The program was based on a 15-step salary structure with a standard increase of 2.5% between steps.
- B. In order to experience movement within the salary structure, an employee must either have his/her position reclassified to a higher level, or he/she must be promoted to a higher-level position through the University's competitive hiring process. Whenever reclassification or promotion occurs, the employee's salary increases by not less than 6%.
- C. In 1998 the 15-step salary structure was abolished and replaced with a new pay structure having a minimum, midpoint and maximum range. However, while the new salary structure was designed to provide more opportunities for growth, institutional ability to compensate employees who accept additional responsibilities is still restrictive.
- D. Policy VII – 9.20 Section VII provides for a within range salary adjustment at anytime, but this adjustment is applicable only to meet documented critical business need (e.g., massive turnover, market driven, supply/demand), not for additional duties.

II. Recommendation: Within Range Increase

A. Benefits:

The adoption of a within range increase provides managers with the ability to respond to organizational/structural changes in the department and/or to market demand. It will also provide an opportunity to reward employees for their willingness to tackle new challenging areas. As opposed to reclass in which an employee's salary is adjusted by a minimum of 6%, the current proposal would provide an adjustment of a minimum of 3% of current salary.

B. Conditions for Within Range Increase

Within range increases would be appropriate under the following circumstances:

1. Where a nonexempt employee's duties have undergone substantive change, however, the change has not significantly altered the primary objective of the position, changed the education & experience requirements or necessitated a change in title.
2. Where additional duties which were not initially part of the duties have been added to the employee's position. Additional duties should constitute a significant portion of the

employees' overall duties and must be a result of changes that occur in the division, department or college and are long term in nature.

3. No request for within range increase or reclass shall be granted during an employee's first year in the position.

III. Structural Changes

A structural change in a division, department or college may occur when a position or positions are deleted or added, there is a budget cut, and/or there is a need to reorganize to assure efficiency in division, department or college operations.

IV. Salary Adjustment Under Within Range Increase

- A. A salary adjustment as a result of this policy shall be up to 3% of the employee's salary effective the date the request is received in the Office of Human Resources or the date the changes occur, whichever is later.
- B. A salary adjustment as a result of reclass shall be not less than 6% of the employee's salary effective the date the request for reclass is received in the Office of Human Resources.

V. Request for Within Range Increase

- A. A request for a Within Range Increase shall be made by the immediate supervisor or the department head. A Personnel Request Form (PRF) shall be used when making this request. The request must be approved by the divisional vice president before it is sent to the Office of Human Resources.
- B. Upon receipt of the request, the Office of Human Resources shall provide a response within 30 days.
- C. The effective date of the increase shall be the date the request is received in the Office of Human Resources or the date the changes occur, whichever is later.

(Approved: 9/2000, Amended 8/2011)