



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP) OP 52.87: Compensation for Non-Classified Staff

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: Administration and Finance
Responsible Office: Human Resources
Next Scheduled Review: 06/01/2022

Midwestern State University seeks to compensate its non-classified staff employees fairly and equitably by providing them salaries that are appropriate to the type of work performed and competitive with the salaries of individuals in similar positions at other universities and in the private sector. To this end, the following hiring and promotion policies will apply with regard to compensation of non-classified employees.

1. New Hires

a. New Positions

If the position being filled is a new one, the salary will be set by the hiring supervisor in consultation with and approval by the appropriate department head, dean, Provost and Vice President for Academic Affairs or appropriate Vice President, and the President.

b. Existing Positions

If the position being filled is an existing position, the salary will not exceed the budgeted salary for that position unless a higher salary is approved by the hiring supervisor, dean, Provost or appropriate Vice President, the President, and the Board Chairperson.

2. Promotions

a. New Positions

If a current employee is promoted into a new position, the salary will be set by the supervisor in consultation with and approval of the appropriate department head, dean, Provost and Vice President for Academic Affairs or appropriate Vice President, and the President.

b. Existing Positions

The salary of a non-classified employee who is promoted into an existing position will not exceed the budgeted salary for that position; however, if the employee's qualifications are deemed superior, he/she may be paid a rate

higher than the budgeted rate for that position with approval of the appropriate department head, dean, Provost and Vice President for Academic Affairs or appropriate Vice President, the President, and the Board Chairperson.

3. Salary Increases

a. Mid-Year Increases

Mid-year salary increases are discouraged; however, in rare circumstances a supervisor may recommend that an employee be given an increase of his/her budgeted salary as a reward for exceptional performance. Such increases must be approved by the supervising department head, dean, Provost and Vice President for Academic Affairs or appropriate Vice President, the President, and the Board Chairperson, and may be permanent or only for the duration of the fiscal year in which they are granted

b. Beginning of the Year Increases.

Salary increases, to include merit increases and equity adjustments, recommended to begin at the start of the next fiscal year will be handled as a part of the regular budgeting process.

4. EEO Compliance. The Director of Human Resources/EEO Coordinator will be responsible for reviewing all compensation criteria and application to ensure compliance with EEO requirements.

Responsible Office

Contact:
Phone:
Email:

Revision History

08/04/2006: MSU Policy 3.226 (Compensation for Non-Classified Staff is adopted by the MSU Board of Regents as MSU Policy and Procedure 3.226)