

**3352-5-11 Special salary adjustments for administrative (unclassified) staff.**

(A) Purpose. The purpose of this policy is to establish a university decision-making process for all administrative (unclassified) staff base pay wage adjustments other than the general annual increases. This process includes instituting procedures to ensure that the same decision factors and priorities are consistently applied.

(B) Guiding principles.

(1) Requests for special salary adjustments for unclassified positions shall be reviewed and pay adjustments may be made in January, May and September. In general, wage adjustments for unclassified positions will not be made at any other times.

(2) Any request for a special salary action must be based on one or more of the reasons:

(a) To react to shifts in the competitive labor market (i.e., hiring salary rate), for a specific position or category of positions that are affected by an inequity, and immediate action is required to retain and recruit qualified staff.

(b) To correct pay compression that occurs when the pay difference between supervisors and their higher-level nonsupervisory subordinates becomes narrowed due to a collective bargaining settlement, similar pay adjustment for nonsupervisory employees, or due to other circumstances.

(c) To correct an internal inequity where two or more positions in different parts of the university have substantially the same duties and responsibilities and require equal skills and effort but have substantially different pay rates.

(d) To provide equitable compensation because of a change in the value of a position resulting from a substantial addition of more complex duties or significant expansion of responsibilities that do not constitute a promotion of the incumbent. The mere assignment of new or additional duties to an existing position is not a sufficient

basis for a wage adjustment. Rather, the fundamental purpose and value of the position must be altered.

- (3) The university will establish an annual budget for special salary wage adjustments.
- (4) This process is not intended to restrict or limit the right of managers under current university policy and practices to make internal promotions of unclassified staff. An internal promotion that is not subject to this policy must meet all of the following criteria:
- (a) The promotional position is a vacant, budgeted position that is within the same department and that has been filled within the last year, and it is not a new position that is being created or shaped for the individual who is being promoted.
- (b) The person being promoted has all of the qualifications that are typical requirements or expectations for individuals who hold comparable positions within this field, both internally and externally. These qualifications generally will be specified within the position description.
- (5) If the internal promotion does not satisfy the criteria in paragraph (B)(4) of this rule, a new position must be established in accordance with department of human resources procedures. A salary adjustment shall be determined in accordance with this policy.
- (C) Implementation guidelines. Special salary adjustment requests for unclassified staff will be three times a year, generally in January, May and September.
- (1) A manager who has supervisory responsibility for the position shall submit a completed request for special salary adjustment form to his/her dean or vice president. If a request is approved for further consideration, the request for special salary adjustment form shall be sent to the department of human resources. An employee cannot request a salary adjustment for himself/herself.

- (2) The department of human resources must receive the completed form and any additional information that supports a request not later than April first to ensure consideration in May no later than August first to ensure consideration for September or no later than December first to ensure consideration in January. The request for special salary adjustment form is available in the department of human resources and on the department's web site at <http://www.wright.edu/admin/humres/>.
- (3) Staff in the department of human resources shall ~~meet~~ communicate with appropriate departmental management to clearly identify significant changes in the position or other pay related issues.
- (D) Exceptions. The process set forth in this policy is intended to apply to all wage increases for administrative (unclassified) staff, except the general annual increase and internal promotions. However, the university recognizes that there may be an unusual exception when it is in the best interest of the university to make an individual wage adjustment such as to retain a valued employee who has received another employment offer. The provost must approve all such requests.

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CERTIFIED ELECTRONICALLY

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Certification

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