

COLUMBUS STATE UNIVERSITY

Policy Name: **Staff Position Classification and Compensation Policy**

Policy Owner:

Responsible University Office: Office of Human Resources

Approval Date: March 31, 2020

Effective Date: March 31, 2020

Revisions: None

Policy Number: TBD

Related Policies: None

I. **GENERAL STATEMENT REGARDING POLICY**

The Position Classification and Compensation Policy is designed to implement a process in which the Office of Human Resources shall develop, maintain, and administer the position classification and compensation plan covering all administrative faculty and staff positions at Columbus State University (CSU).

II. **PURPOSE AND SCOPE OF POLICY**

To establish guidelines and procedures for administering employee compensation. This Policy applies to all faculty and staff at Columbus State University.

III. **DEFINITIONS**

- A. Administrative Duties** – Activities and tasks required for the normal daily operations of the institution.
- B. Change in Duties of Position**
- C. Compensatory Time** – Time off awarded to eligible employees in lieu of overtime pay. Compensatory time is awarded at 1.5 times for each overtime hour worked.
- D. Demotion** – An employee’s reduction in rank or status.
- E. Departmental Reorganization** - change of a department’s internal structure, which may or may not include addition or elimination of positions.

- F. Eliminated Position** – A job that ceases to exist within the organization
- G. Equity Increase (also Equity Adjustment)** - salary change to remedy issues such as external market pressure, internal salary compression, and/or retention considerations.
- H. Exempt employee** – An employee who passes exemption tests under FLSA guidelines and is not eligible for overtime.
- I. Fair Labor and Standards Act (FLSA)** - Federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers.
- J. Job Reclassification** - change in position as a result of a re-evaluation of the duties, responsibilities, scope, impact, and minimum qualifications of a position
- K. Job Title** – A name that describes an employee’s job or position
- L. Merit Increase** – An increase to an employee’s rate of pay on the basis of job performance.
- M. Minimum Qualifications** – The minimum knowledge, skills, and abilities required to fill a position or job within the organization.
- N. New Appointee** – An employee newly selected to fill a vacancy within the organization.
- O. New Position** – A job that previously did not exist within the organization.
- P. Non-Exempt** – An employee who does not meet the criteria for exemption under FLSA guidelines and is eligible to receive overtime pay or compensatory time.
- Q. Overtime** – any time worked beyond 40 hours in a regular workweek.
- R. Overtime Pay** - pay for hours worked over 40 in a workweek at a rate not less than time and one-half an employee’s regular hourly rate of pay.
- S. Part-Time Employment** – regular employment of an individual on a less than 40 hour per week basis.
- T. Promotion** – Advancement or elevation of an employee to a position of a higher rank or status.
- U. Rehired Employee** – The hire or return of a former employee to employment within the organization.

- V. Salary Grade** – A predetermined compensation level as determined by market research and/or compensation study.
- W. Special Assignment (also Temporary Assignment)** - Additional duties and/or job functions that are not a part of the essential or reasonably anticipated ancillary functions of the job an employee is routinely performing.
- X. Stipend (also Salary)** – a fixed amount paid as a salary; remuneration.
- Y. Temporary Employment** – Short period of employment; generally less than six months.
- Z. Vacancy** – A job or position that is unoccupied by a current employee.

IV. GENERAL POLICY GUIDELINES

The Office of Human Resources shall be responsible for developing, maintaining and administering a position classification and compensation plan covering all administrative faculty (i.e. Academic Deans) and staff positions at Columbus State University (CSU). The Director of Human Resources and Provost and Executive Vice President shall jointly be responsible for developing, maintaining and administering a position classification and compensation plan covering all instructional faculty (this plan does not govern the faculty tenure and promotion process). Such plan shall be approved and amended by the Director of Human Resources in consultation with CSU's Executive Leadership Team (ELT), and shall constitute the official approved system of assigning positions into appropriate salary grades and salary levels.

Job Titles

Official Job titles are established by department heads, with approvals required from both the Vice President of the respective area and the Director of Human Resources.

Job Descriptions

Each position within the organization shall have a written job description defining the duties and responsibilities, minimum qualifications, and physical requirements of the individual job.

Salary Grade Assignment

The Director of Human Resources shall be responsible for the salary grade assignment of the position of every employee of the University to one of the salary grades in the plan. Should a suitable salary grade does not exist, the Director of Human Resources shall recommend that the University establish a new salary grade.

Salary Grade Appeals

If an employee and/or hiring manager has reason to believe that a position has been assigned to an incorrect salary grade, such employee may, with the knowledge and approval of the department head, appeal the assigned salary grade to the Compensation and Benefits Committee for review of the salary grade assigned to their position.

Establishment of Compensation and Benefits Committee

The university shall establish a five-member committee that will be charged with hearing employee salary grade appeals. The committee shall consist of:

- A member of the Human Resources department;
- A member of the Budget department;
- A faculty member, ideally one whom has actively served on the faculty compensation committee; and
- A member of Staff Council, as designated by the Council Chair.

Maintenance of Employee Compensation and Classification Plan

The Office of Human Resources, in partnership with the Office of Business and Finance, shall be responsible for the ongoing administration and maintenance of the employee compensation and classification plan.

Official Copy of the Plan

The Director of Human Resources shall be responsible for maintaining an official copy of the Classification and Compensation Plan. The official copy shall include a list of job titles, salary grades, and job descriptions, plus all amendments.

Amendments to the Position Classification and Compensation Plan

The Office of Human Resources will periodically review both higher education and general industry market trends and surveys recommend amendments to the plan to the University's President or designee.

Rate of Pay for New Appointees

Pending available departmental and institutional funding, employees meeting the minimum qualifications for the position should be paid the minimum rate of pay for the salary grade to which the position is assigned. By exception, new appointees exceeding the minimum qualifications may be offered a starting salary in excess of the minimum rate of pay for the salary grade. Such exceptions must be approved by the Director of Human Resources, in consultation with the division Vice President and the Vice President for Business and Finance.

Promotion

Promotions may occur within a department or between departments. An employee shall be promoted when either the employee is transferred to a position assigned to a higher pay grade; or the employee's position is reclassified to a salary grade having a higher pay grade.

Pay upon promotion

At the time an employee is promoted to a previously established position in a classification with a higher pay range, the six-month provisional period may restart and a salary increase may be granted up to 10 percent above the employee's current salary; or up to the minimum of the new salary grade, whichever is greater.

Exceptions must be approved by the Director of Human Resources, in consultation with the division Vice President and the Vice President for Business and Finance.

Demotion and job re-classification

An employee shall be demoted when the employee is reassigned to a different salary grade having a lower pay range due to performance deficiencies or being stepped down to a lower position; the employee's position is re-classified to a salary grade having a lower pay range; and/or such changes are necessitated by business need, reorganization, and/or a reduction in force.

Rehired Employees

A rehired employee shall be paid at a salary rate within the approved salary range for the position to which the employee is reinstated.

Part-Time and Temporary Employment

Pay for part-time and temporary employment in a position shall be equivalent to the rate of pay for full-time employment in similar positions if similar positions exist.

Overtime

Compensation for overtime, and/or the accumulation of compensatory time will be in accordance with the provisions of the Fair Labor Standards Act and University System of Georgia (USG) policies. CSU as a general rule pays employees for time work in excess of forty hours in a given workweek via pursuant to the [USG BOR compensatory time policy](#). Exceptions to this general rule may be granted due to business necessity; and availability of budgetary dollars from the employee's salary primary funding source to cover the compensatory time accrued at the time of anticipated payout.

Any exception must be agreed upon by both the Director of Human Resources and Vice President of Business and Finance. Refer to the CSU Staff Employee Handbook and the USG BOR compensatory time policy for additional details about overtime and compensatory time.

Increases in Salaries

Increases in pay for University employees shall be granted under the following circumstances:

- a. Annual merit increase (in accordance with CSU and USG merit guidelines);
- b. Material increase/change in primary job duties and responsibilities prompting position reclassification; or
- c. Promotion.

Any exception to the above must be approved by Vice President of the employee's division, the Director of Human Resources, the President or designee.

V. RELATED BOARD OF REGENTS' POLICIES

[USG BOR compensatory time policy](#)

[University System of Georgia Board of Regents \(USG BOR\) policy 5.3.2 Extra Compensation](#)

[5.3.2 Supplemental Pay, including Temporary Assignments](#)