

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:07:13

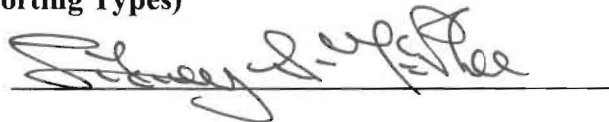
DATE: August 16, 2010

SUPERSEDES POLICY NO.: IV:07:13

DATED: August 20, 2003

SUBJECT: The Classification - Compensation Plan and Pay Administration for Basic Occupations (Clerical and Supporting Types)

APPROVED: Sidney A. McPhee, President



I. GENERAL CLASSIFICATION-COMPENSATION POLICY

The Classification/Compensation Plan at MTSU includes all classified positions and is incorporated as part of the total Tennessee Board of Regents (TBR) non-exempt Job Classification/Compensation Plan and is subject to all related TBR guidelines and policies. Under this plan the TBR has established uniform Class Titles, Class Specifications, and corresponding skill levels to be used and to be maintained with consistency and fairness throughout the TBR system. Each class has been evaluated and allocated to an appropriate skill level in accordance with the level and complexities of the duties and responsibilities as assigned to each class. This system of position classification attempts to provide equal pay for equal work, facilitate orderly promotional opportunities, and provide information concerning duties, responsibilities, titles, and rates of pay for many clerical and supporting positions in service for MTSU as well as each University throughout the system.

II. THE CLASSIFICATION PLAN

A. MTSU Responsibility for Maintenance of the Classification Plan

Maintenance of the TBR Plan occurs on a decentralized basis with each TBR institution having responsibility for maintaining the daily operation of its plan. Internal procedures for processing classification, job evaluation, and job audit requests received from departments at MTSU are the responsibility of the Human Resource Office. Changes to the Plan not requiring TBR approval such as classifications, reclassifications, and job evaluations for allocation of positions to classes already established in the TBR overall plan shall be accomplished following studies and recommendations made by Human Resource Services. However, for establishment of a new permanent classification in the title overall TBR plan or for any revision of an established classification skill level, TBR system approval shall be required.

B. Class Specifications

Each individual position in the Classification Plan has been allocated to an established class. Each class has an established Class Specification. These Class Specifications are not to be confused with "job" or "position" descriptions or "job functions questionnaire" that are a description of an individual position. A Class Specification is a description of a class of positions that may include several individual positions, i.e., the class of positions of Secretary.

The Class Specification is composed of a Definition statement, Examples of Work Performed, Required Knowledge and Abilities, and a Qualifications statement.

The Definition statement consists of a brief generic statement of the kind and level of work included in the class.

The Examples of Work Performed statement is a listing of typical essential duties. This statement does not attempt to be exhaustive, but merely gives samples of the various kinds of work to be found in a number of positions in the class. This portion of a Class Specification does not provide an itemized description of all job tasks performed by a specific individual assigned to the class.

The Required Knowledge and Abilities paragraph is a recommendation of the minimum knowledge, skills and abilities required to efficiently perform the various tasks of positions allocated to the class.

The Qualifications statements are recommendations of the minimum qualifications an incumbent must possess to adequately perform the various tasks of the class. The qualification statement will indicate if the position will substitute a year of experience in lieu of a year of education.

The Specifications should be interpreted in totality as defining the class characteristics.

C. Position Establishment and Revision Procedures

Human Resource Services has responsibility for the review of assigned duties and responsibilities on all classified positions including new positions to be established and current budgeted positions already established. If significant, additional duties and responsibilities are added to an existing position and performance for a minimum of six months, the job should be reviewed for possible reclassification. When a department requests to establish a new position or add significant additional duties and responsibilities to an existing classified position, they shall submit the following to Human Resource Services: (1) A Job Functions Questionnaire complete with requested information, percentage of time spent on essential duties, and signatures; (2) a current organizational chart of the department; and (3) for existing positions only – provide a short memo that identifies the significant additional duties and responsibilities that were added to the position and performed a minimum of six months. Once these items have been submitted, a representative of Human Resource Services will contact the department to schedule a site audit.

III. THE COMPENSATION PLAN

The Compensation Plan for the Basic Occupations shall consist of a schedule of monthly ranges of pay for each skill level and a schedule of occupational titles showing the skill level that each class is assigned. A schedule of salary ranges and skill levels is available on the Human Resource Services web site and in the Human Resource Services office

IV. PREPARATION OF THE COMPENSATION PLAN

A Compensation Plan for those classes of positions in the Basic Occupations shall be developed in accordance with the TBR policies and guidelines and within budgetary limitations of the University. Human Resource Services shall review all relevant compensation factors and options and make recommendations for approval of a comprehensive plan to establish rates of pay for services performed.

V. DEFINITIONS

The following terms, when used in this policy statement, shall have the following meanings:

"Class" means a group of positions with duties, responsibilities, and requirements sufficiently similar that the same title and schedule of compensation may be applied to each position in the group.

"Skill level" means a specific rank or rating which each position is assigned on the basis of job value.

"Promotion" means a change in status from a position in one class to a position in a class with a higher skill level and salary range.

"Demotion" means a change of status from a position in one class to a position in a class with a lower skill level and salary range.

"Lateral Transfer" means a change from one position to another with the same skill level.

"Reclassification" occurs when the duties and responsibilities of the position increase to the extent that another classification title is more appropriate.

VI. ADMINISTRATION OF THE COMPENSATION PLAN

- A. Upon initial employment at the University, the rate of pay shall be determined by Human Resource Services based on the incumbent's years of experience and the skill level the position is assigned.

- B. A salary adjustment can occur as a result of several possible actions, such as promotion, reorganization, demotion, or salary increases resulting from legislative/administrative actions.
- C. An employee who is promoted to a higher skill level shall have his/her salary raised to the minimum of the new skill level or six percent whichever is greater.
- D. An employee who is demoted should have his/her salary reduced by six percent. However, it may be further reduced to provide that the salary not be placed at a point higher than could have been reached had the incumbent been employed continuously in the lower position.
- E. An employee who makes a lateral transfer to a position in the same skill level to which his present position is assigned shall not receive a salary change.
- F. An employee in a position that has been reclassified should receive a salary increase to the minimum of the new skill level range or a six percent increase of their current salary, whichever is greater. If the employee is at the maximum of the new skill level range a salary increase will not be recommended by Human Resource Services. Any exceptions would fall under item G.
- G. When an employee reaches the maximum salary step or is at a rate of pay outside the established range of his/her assigned skill level, eligibility for further salary increases is prevented unless exception is granted by the President, mandated by legislative action, or directed by the Board of Regents.
- H. The pay rate for persons re-employed at the same or higher skill level within three years of terminating their employment shall be the salary determined by Human Resources based on years of experience or the salary at the time of termination, whichever is greater. The pay rate for persons re-employed in lower skill levels shall be assigned at rates equitable with other salaries in that level.
- I. Permanent part-time positions covered by the Classification Plan shall be compensated at a rate determined by the following formula: percentage of time worked times skill level assigned.
- J. Subsistence and maintenance in the form of meals, lodging, laundry, etc., received in lieu of cash are considered a part of the total salary. Maintenance allowances are reported to the retirement systems as earnings, but are exempt from taxation.

Revised: February 1, 1987; August 20, 2003; August 16, 2010