PURPOSE
One of the University’s missions is to attract and retain quality employees; essential to that is compensating employees for their contribution, maintaining a competitive compensation package, and equitable application of compensation policies. The policy establishes a mechanism for ensuring that job titles, job classifications and salaries remain current, competitive, legal, and flexible for the best interest of the university.

POLICY
Each position at the University will have a job description. The job description will be prepared by a cooperative effort between the office requesting the job description and the Office of Human Resources.

COMPONENTS OF JOB DESCRIPTIONS
All job descriptions will include the following:
  - Title – a concise and clear phrase
  - EEO/FLSA and JSU classifications
  - Date created and modified
  - Division and/or reporting relationship
  - Salary grade
  - A position summary which is a brief description of the nature of the duties of the position being described.
  - The essential functions should be specific examples of the types of tasks performed. They are typically listed from the most significant and time consuming to the least significant. It is not necessary to include every task or duty that could be assigned, but it
should cover tasks that are significant, represent time, worthy of evaluation and have substantial consequence for error.

- The physical requirements that list the physical movements ordinarily performed by individuals in a job, and the physical abilities that must be possessed by the individual. The physical movements that must be addressed are reaching, bending, seeing and visually discerning, walking, standing, lifting, carrying, moving and manipulating work tools or other objects, speaking, hearing, use of a computer keyboard and monitor, driving university vehicles and equipment, and traveling.

- The knowledge, skills and abilities (KSAs) that are required in order to be able to perform the job. In general, “knowledge” is defined as learning acquired as part of an academic program; “skills are quantifiable and measurable functions or activities;” and abilities are acquired on the job or through practical experience.

- Qualifications – This section should clearly state the minimum training, education and experience or other qualifications (for example, licenses or certification) necessary to perform adequately on the job. The statement of minimum qualifications expresses the background in terms of education and experience that would be required of any new appointee to a position in the class as evidence of ability to perform work properly. Preferred qualifications may be provided as a notation, but may not be used in the screening process.

**ALLOCATION OF POSITIONS TO CLASSES**

Every position at the University will be allocated to one of the classes established by the classification and pay plan. The classification and pay plan at JSU is divided into four categories: faculty, classified, professional/technical/supervisory and administrative. Those positions which are substantially similar with respect to difficulty, responsibility, character of work, require generally the same kind and amount of training and experience for the proper performance, and merit approximately equal pay shall be allocated to the same class.

**JOB EVALUATION**

After descriptions have been written for each job, an evaluation must be made to set the salary ranges for all jobs in relation to the prevailing salaries in the area and in relation to each other. The following factors are used to evaluate a job when determining salary ranges:

- Level of Education
- Experience
- Certification or Licenses
- Relevance to University’s mission and goals
- Initiative
- Degree of supervision required
- Degree of supervision exercised
- Budget responsibilities of incumbent
PAY PLAN

The purpose of the salary tables is to ensure systematic and equitable program of compensation. The pay plan for the university is composed of four salary schedules.

• Classified – These positions are non-exempt and include housekeeping, maintenance, clerical, and support positions. The salary ranges in the classified pay plan are divided into 18 steps with 2.5% between each step. Positions on this schedule are evaluated annually and, depending on the incumbent’s performance, the employee is eligible for a one step increase when budgets allows.

• Professional / Technical / Supervisory – These positions may be exempt or non-exempt and require an undergraduate degree or are highly technical in nature requiring skills learned in ways other than university education. These positions may or may not include supervision. The salary grades for these positions have minimums and maximums, but are not divided into steps. This allows flexibility for the supervisor to determine the appropriate merit increase. These individuals do not receive a formal annual evaluation but are informally evaluated as they set goals and show progress towards those goals.

• Administrative – These positions are exempt and all require at least an undergraduate degree and many require graduate degrees. Salary grades have minimum and maximums, but are not divided into steps.

• Faculty – The positions are exempt and require at least a master’s degree (or a minimum of 18 graduate hours of education in the field) and include both full time and part time categories, as well as special categories, e.g., Ayers’ Chair or Eminent Scholar.

SALARY INCREASES

Employees on the classified salary table will be eligible for consideration for a step increase at the end of their probationary period and annually thereafter until they reach the maximum step for their job (pending budget availability). Step raises are awarded solely on the basis of merit.
and not seniority. If a cost of living raise is given, it will be calculated so that all salary ranges maintain the proper relationship to each other. For employees in the professional/technical/supervisory or administrative ranges, merit and/or cost of living increases may be given at any time during the year, although they are most frequently given at the beginning of the fiscal year.

**PLACEMENT OF EMPLOYEES IN THE PLAN**

Upon employment in a position, new employees will be paid the entry level step of the grade to which the position is assigned. In cases where an applicant has experience in a similar job of equal or greater responsibility, and where the needs of the university and the fiscal condition of the university allow, an employee can be hired at greater than the entry step. Criteria for granting the additional steps are given below.

- Current employees moving into a position at a similar or lower grade may maintain their current salary in the new position as long as the salary does not exceed the maximum of the new range. In this case, the new salary would be lowered to the top step of the new position.

- Current employees who are being considered for promotion to a higher level position may be given **one** additional step for **each year** of qualified full-time service up to a maximum of four steps (approximately 10% in pay) above their current rate of pay. This means current employees who are promoted into a higher grade may be hired in at the higher of Step One of the new grade or 4-step equivalent over their current rate, not to exceed 10% of current pay. For example: Clerical Assistant III Grade CL07 Step 13 moving to a Secretary II Grade CL08 Step 15 is applying the 4-step equivalent rule.

- External applicants who have had prior experience in a like job outside the University will be given **one** additional step for each **two years** of qualified service up to a maximum of four steps above the entry level.

Individuals appointed to professional/technical/supervisory or administrative positions may begin at any amount in the range to which their position is assigned. While professional, technical, supervisory, or administrative positions may begin at any point, the Office of Human Resources office strongly urges that the individual not be hired at greater than mid-point of the assigned grade.

**MAINTENANCE AND REVISION OF THE PAY PLAN**

The compensation plan is university wide and cannot be properly administered by a single segment of the University. However, the Office of Human Resources will have the responsibility for monitoring all requested changes to the plan, conducting research on the university-wide effect of the requested change and making recommendations based on findings.
While recommendations for changes or revisions to the plan can begin in Human Resources, requests for change will most likely begin with the individual employee or his/her supervisor. The Office of Human Resources is available to discuss particulars of an individual reclassification with a supervisory employee with the approval chain. Some of the situations that make it necessary for a position to be reviewed are:

- A job changes to such an extent that the job description no longer sufficiently describes the job
- The salary grade is no longer appropriate or competitive
- A new job is created on the classified or professional/technical/supervisory schedules
- A unit or office is re-organized and duties are shifted among employees or,
- Any situation that creates inequity in the job classification and pay plan.

The request for review is made on the Request for Personnel Action Form http://www.jsu.edu/depart/hr/forms.html. Justification for the change is the responsibility of the requesting party and should be documented and should be attached to the request. The Request for Personnel Action Form should be forwarded to the next of supervision where it may be approved and forwarded or may be disapproved and returned. When the request has been approved by the Vice President, it will be forwarded to the Office of Human Resources. If the requested change is in a position that is classified or professional/technical/supervisory, HR will send the request to the Personnel Council for review and recommendation. The Personnel Council consists of five employees appointed on a rotating basis to constitute a representation of all employee groups (clerical, maintenance, building services, faculty, administrative) that will serve as a review board making recommendations directly to the President.

If a request is approved by the Personnel Council, it will be forwarded to the President and the President will make the final decision to approve or disapprove.

To request a change of title, description or salary range for an administrative position, complete the Request for Personnel Action Form and submit to Human Resources. HR will review and discuss with the supervisor/VP and with the President. The President will make the final decision on approval or disapproval. Administrative positions are not reviewed by the Personnel Council.

**RESPONSIBILITY**

This policy is the responsibility of the Vice President for Finance & Administration.
EVALUATION
The policy will be reviewed biennially by the Chief Human Resources Officer.