

POSITION CLASSIFICATION AND COMPENSATION PLAN

RECOMMENDATION

President Zacharias recommends that the Board of Regents authorize the President to establish, by administrative regulation, and to implement and administer a written official plan of position classification and compensation schedules covering positions filled by individuals (formerly referred to as non-exempt positions) employed on an hourly or monthly basis. The plan shall provide at least the federal minimum wage for each position, and no person's current compensation will be reduced. The effective date of wage increases made in implementing the plan shall be October 1, 1979.

BACKGROUND

Funds made available to improve the compensation and benefits of employees should be used in a manner that is equitable and follows accepted principles of public personnel administration.

Position classification is a system for classifying jobs on the basis of the difficulty of duties, the level of responsibilities, and the qualifications required for the position. The reasons for a classification and compensation plan include the following:

1. Provides the University with a sound approach for hiring, promoting, and compensating employees on the basis of objectively determined job related factors.
2. Improves morale and motivation of employees and gains maximum utilization of human resources for University service.
3. Will assist in systematically demonstrating to others the need for additional budget support to improve salaries.
4. Provides a way for an employee to know how to advance in the job.
5. Will assist in paying comparable wages for comparable duties.

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6. Provides an employee a way to know the salary and wages that can be earned at the University.

A position questionnaire form has been completed for all jobs. The duties and responsibilities and the amount of time employees spend on each part of their job was recorded on the forms for each job or job category. If a large number of employees have the same job, the supervisor filled out a form. These questionnaires were reviewed by the supervisor and the department head.

The forms were then reviewed and evaluated by personnel in the Department of Personnel Services. Their review included interviews with some employees. Positions which require similar efforts are grouped into classes of positions. The various classes of positions will be assigned a pay grade and a pay range that includes progressive steps that reward longevity of satisfactory service.

The information collected was analyzed and evaluated with weighed consideration to such job related factors as: education and training, experience, complexity of duty, public contact, supervision received, type of supervision given, extent of supervision given, physical effort, responsibility for equipment, responsibility for reports, visual attention, accuracy of work, confidentiality, and work environment.

It should be emphasized that this program will not automatically result in an immediate increase for each employee; however, the recommendation will initiate the classification and compensation plan. The recommended use of the limited resources now available will enable the University to make a much stronger case to secure funding to provide levels of compensation and benefits that are more competitive with the rest of state government and the private sector in this vicinity.