

Shawnee State University

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| POLICY TITLE: | COMPENSATION FOR ADMINISTRATIVE EMPLOYEES |
| POLICY NO. : | 4.53REV |
| ADMIN CODE: | 3362-4-25 |
| PAGE NO.: | 1 OF 3 |
| EFFECTIVE DATE: | 12/16/16 |
| NEXT REVIEW DATE: | 12/2019 |
| RESPONSIBLE OFFICER(S): | VPFA |
| APPROVED BY: | BOARD OF TRUSTEES |

1.0 PURPOSE

- 1.1 Shawnee State University desires a competitive and equitable compensation system that will attract and retain qualified administrative personnel. The purpose of this policy is to establish and maintain an administrative compensation system that considers comparable positions in similar markets, internal equity, the performance of employees, and the availability and allocation of funds as determined by the President. This policy applies to administrative employees in approved administrative positions for either “regular” or “term” appointments, regardless of the funding source, and who are not in positions that are under a collective bargaining unit.
- 1.2 Regular appointments are expected to be ongoing, subject to the needs of the university with no designated end date.
- 1.3 Term appointments are for a designated period of time, normally between one and three years. The duration may be determined by the funding source (e.g., externally funded grants) or by authorization of the President.

2.0 CATEGORIES OF ADMINISTRATIVE POSITIONS

- 2.1 Administrator – an administrative position with professional, managerial, supervisory, or fiduciary responsibilities that is exempt from collective bargaining under Ohio Revised Code Section 4117.01, and may meet the exemption criteria under the Fair Labor Standards Act (FLSA).
 - 2.1.1 Employees in administrator positions that meet FLSA exemption criteria for duties and salary tests will be classified as “exempt”.
 - 2.1.2 Employees in administrator positions that meet FLSA exemption criteria for duties test, but not the salary test, will be classified as “non-exempt”.
- 2.2 Administrative Technical Staff – an administrative position that is confidential in nature and is exempt from collective bargaining under Ohio Revised Code Section 4117.01, but does not meet the exemption criteria under the Fair Labor Standards Act (FLSA).

- 2.2.1 Based on the duties test, employees in administrative technical staff positions do not meet the FLSA exemption criteria and will be classified as “non-exempt”.
- 2.3 Police Officer/Sergeant – an administrative position that does not meet the exemption criteria under the Fair Labor Standards Act (FLSA).
 - 2.3.1 Based on the duties test, employees in police officer/sergeant positions do not meet the FLSA exemption criteria and will be classified as “non-exempt”.

3.0 FAIR LABOR STANDARDS ACT (FLSA) STATUS

- 3.1 Administrative employees classified by the department of human resources as “non-exempt” due to not meeting the FLSA exemption criteria (based on salary and/or duties test) are eligible for weekly overtime pay in accordance with the FLSA.
- 3.2 The FLSA status of an administrator will be modified upon meeting the minimum salary exemption threshold established by the FLSA.

4.0 CLASSIFICATION/COMPENSATION STRUCTURE

- 4.1 The Director of Human Resources is responsible for managing the structure of the administrative compensation system(s) and for reviewing the applicable structure relative to the appropriate market.
- 4.2 The Director of Human Resources or designee will assess all administrative positions’ responsibilities and determine the placement of each within the University’s compensation structure relying upon market benchmarking methodology, as well as, consideration of internal equity for comparable responsibilities.

5.0 SALARY BUDGET AND ALLOCATION

- 5.1 The allocation of an approved budgeting salary pool is at the discretion of the President who may allocate all, a portion, or none of the salary pool. The salary allocation may be applied evenly to all administrative employees (across-the-board) or to individual employees based on factors such as, but not limited to, market benchmarking, internal equity analyses, and/or performance.

6.0 PROCEDURES

- 6.1 A procedure(s) will be established to effectively administer this policy to include but not be limited to the following topics:

- 6.1.1 Evaluation and placement of administrative positions within the compensation structure;
- 6.1.2 Effective administration of across-the-board salary increases, new-hire starting salaries, promotional salary increases, reclassification and transfer salary treatment, payment for supplemental assignments, and management of special salary adjustments;
- 6.1.3 Management of overtime work assignments for non-exempt administrative employees; and
- 6.1.4 Process for establishing salary for positions funded by external sources.

History

Effective: 06/15/90
Revised: 12/16/16; 03/15/08; 09/01/99; 06/15/90

Applicable Procedures: 4.53:1 Compensation Administration