

Shawnee State University

AREA: SECURITY DEPARTMENT

SUBJECT: Wages - Security

POLICY NO: 4.86
ADMIN. CODE: 3362-4-56
PAGE NO.: 1 of 2
EFFECTIVE DATE: 01/14/2011
RECOMMENDED BY: VP F & A
APPROVED BY: Board of Trustees

1.0 Purpose

The purpose of this policy is to establish a fair and realistic wage program for the security department based upon the appropriate peer/market benchmarking and the availability of adequate funds.

This policy is subject to the provisions of the Ohio Revised Code (O.R.C.) and applies to all hourly-paid security officers, non-exempt under the provisions of the Fair Labor Standards Act (FLSA).

2.0 Annual wage adjustments

- 2.1 The Board of Trustees shall determine the across-the-board wage increases to be awarded to Security Officers upon recommendation of the President.
- 2.2 Wage increases are to be provided to each officer evaluated on an annual performance evaluation as meeting or exceeding basic expectations. Officers not meeting performance expectations or who have worked under a performance improvement plan at any time during the appraisal period (April 1 – March 31) are not eligible for a wage adjustment for the fiscal year.
- 2.3 To be eligible for a current fiscal year wage rate increase, Officers must have been employed as follows:
 - Officers hired the previous July 1 through December 31 are eligible for 100% of the awarded wage increase.
 - Officers hired January 1 through March 31 receiving acceptable mid-probationary performance evaluations are eligible for 50%.
 - Officers hired the previous April 1 through June 30 are not eligible for the annual wage increase.
 - Temporary officers are not eligible for an annual increase.

3.0 The Director of Human Resources is responsible for the effective administration of this policy.

4.0 The established wage range will be reviewed annually and may be adjusted considering the market and the awarded wage adjustment.

5.0 Starting wages

- 5.1 No officer will be compensated less than the minimum or more than the maximum of the assigned grade wage range.
- 5.2 Some latitude is permitted when setting starting wages to take into account market conditions and the credentials of the new officer. The minimum of the range may be considered a starting rate if the officer's qualifications meet the minimum requirements and the wage offer is sufficient to attract an individual.
- 5.3 Starting wages will typically be set between the minimum and first quartile of the range. However, when the candidate possesses strong qualifications, a request for a higher wage placement may be justifiable.
- 5.4 The starting wage rate will be recommended by the Director of Human Resources and approved by the Vice President for Finance & Administration. A wage offer above third quartile requires the approval of the President.
- 5.5 Documentation shall support wage offers above the midpoint that includes a review of existing employees within the same grade with similar levels of education, skills, and experience.

6.0 Compensation for Security Officers working Special Duty Requests beyond his/her regular work shift assignment:

- 6.1 Special Duty Rate of Pay applies for all hours worked when additional security is requested at special events on campus.
- 6.2 The Special Duty rate per hour is based on 1 ½ times the base hourly rate for a Security Officer.
- 6.3 Documentation of a Special Event Request indicating date and time will accompany the Security Officer's time report.