

PROCEDURES RELATED TO TARGET SALARY ADJUSTMENTS FOR EXEMPT AND NON- EXEMPT STAFF

PURPOSE:

The ISU Strategic Plan, *The Pathway to Success*, has identified as a priority improving faculty and staff compensation. A comprehensive review of staff compensation has been completed. Further, a comprehensive review of the employment classification system has also been completed. This was done as a first step in an improvement and enhancement program to aid the University in achieving the strategic plan priority stated above. Faculty salaries have been addressed in another procedure.

PROCEDURES:

1. **Criteria.** There are five criteria used to determine Target Salary, as follows:
 - a. **Time in Position.** This period begins when the employee began in the position he or she currently occupies. The position is considered a new position if the nature of the position changes substantially.
 - b. **Performance.** Assessment of performance is based on the criteria established in the performance appraisal process. To be considered for a Target Salary Adjustment, the employee must have had good, very good, or outstanding performance for the last five years.
 - c. **Disciplinary Actions.** Discipline may be based on attendance, behavior, or performance, and disqualifies an employee from moving up in the Target Salary range for the same fiscal year in which the discipline occurred.
 - d. **Education.** Education is considered that beyond minimum requirements of the position that adds to the value of the employee, and is relevant to the position. For example, an administrative assistant position may require an associate's degree, but a bachelor's degree may be relevant and beneficial to the position.
 - e. **Certification.** Certification is considered as a developmental item for a person in a given position. This is a preference, and not a requirement, but is additional demonstration of proficiencies. For example, an individual working as an accountant may sit for and pass the CPA examination.
2. **Eligibility.** Benefits-eligible Exempt and Non-exempt Staff are eligible, except non-exempt police officers, coaches, and executive staff, all of whom have separate salary guidelines.
3. **Timing.**
 - a. Target Salary Adjustments will be made generally each year, pending available funding.
 - b. Target Salary Adjustments are considered each fall during an annual salary review process.
 - c. Time in position, performance evaluations, relevant certifications, and degrees that are used to determine Target Salaries Adjustments will be measured as of November 1 of each year.
 - d. Any disciplinary actions can disqualify an employee for a Target Salary Adjustment at any time up to the date of implementation of the Target Salary Adjustment.
4. **Appeals.**

- a.** Employees who believe they are eligible for a Target Salary Adjustment should discuss eligibility with their supervisor, who will then work with the appropriate department head or dean if they agree about eligibility.
- b.** The department head or dean will, in turn, work with the appropriate vice president regarding a Target Salary Adjustment.