

**Compensation**  
**Draft Discussion Points for Alternatives to Civil Service**  
**August 30, 2013**

**Compensation** – title management, salary administration, bonuses, pay increases (basic operating rule: no salary decreases with change). A KSU compensation system will include the following features:

1. Salary Increases: Funds for all increases and bonuses for university support staff are allocated by the University. An average percent increase may be allocated to campus departments for awarding salary increases based on job performance. Salary increases provided to employees may be provided based partially upon performance and/or on an across-the-board basis.
2. Performance Appraisals: HR notifies departments of evaluations due and monitors completion of evaluations by deadlines associated with salary increases. An employee who has a current satisfactory or above performance review will be deemed to have performed at a level sufficient to receive a performance-based salary increase.

The salary increase amount provided to any individual cannot be appealed. However, the evaluation upon which the salary increase is based can be appealed.

3. Longevity Pay: Employees with 10 years or more of service will qualify for a lump-sum longevity bonus as long as they have a current performance rating of “meets expectations” or higher.
4. Salary Administration: Existing salaries will be converted to a new salary administration plan without any resulting salary decreases. The movement toward a new salary administration plan will occur gradually during a 2 to 4 year time period. The existing salary grade and step matrix will be used as a framework for salary administration through the implementation stage. Longevity pay will be added to base salary when calculating percentage salary increases.

HR will monitor salary increases for significant variations. Periodic salary surveys may be conducted with specific job groups to assure comparability with the market.

5. Title Management: Existing job titles will be examined to determine how those titles or new titles will be developed. Updated position descriptions will serve as the basis for establishing job groups. The movement toward a new title management system will occur gradually during a 2 to 4 year time period. When new job titles have been established, they will be assigned to new salary ranges.

A KSU system will not include the following feature of our existing process:

- The existing salary grade and step plan with associated State rules.

1-14-13; 2-27-13 revised; 8-30-13 revised