

DRAFT - Compensation
Discussion Points for Alternatives to Civil Service
February 27, 2013

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

1. Salary Increases: An average percent increase may be allocated to campus departments for awarding salary increases based on job performance. Salary increases provided to employees will be provided based upon performance rather than on an across-the-board basis. An employee who has a completed current satisfactory performance review will be deemed to have performed at a level sufficient to receive two-thirds (?) of the authorized average salary increase. For example, if three per cent was the average salary increase, the satisfactory employee would receive a salary increase of at least 2%. Any additional salary increase (the remaining 1% in the example above) would be left to the discretion of the department, acting within budget parameters provided to the department by the University and based upon the department's evaluation of the employee's performance. If an employee receives an unsatisfactory evaluation, he/she would not be eligible for a salary increase.
2. Performance Appraisals: HR notifies departments of evaluations due and monitors completion of evaluations by deadlines associated with salary increases. We would require an evaluation prior to salary increase. We may incorporate a requirement to have a current (less than one year old) position description at the time of a salary increase since their accuracy is important to the evaluation process.

Written staff evaluations would be required before final budgets are approved. (?) In addition, no individual would receive a salary increase without a current performance evaluation on file in Human Resources. 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: Longevity Pay will remain in place for those currently enjoying that benefit.
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 would 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.

A broadband approach would be investigated as a basis for pay. This includes managing titles and creating minimum/maximum amounts in a range (band) of pay for job groups. HR would 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 could be developed to support a broad banding concept. Updated position descriptions will serve as the basis for establishing job groups. The movement toward a new title management system would 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 would not include the following feature of our existing process:

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