

VII - 9.20 - POLICY ON PAY ADMINISTRATION FOR REGULAR NONEXEMPT STAFF EMPLOYEES

(Approved by the Board of Regents, June 9, 1995, EFFECTIVE July 1, 1996. Amended April 9, 1999. Amended October 9, 2015 Please refer to the "replacement" section of this policy.)

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ated by the Chancellor This policy also

For purposes of this policy the following terms and definitions shall apply.

A. Transfer:

A transfer is defined to be

1. The institution's President or designee may authorize a salary above the minimum of the range but within the maximum of the range for the class for any of the following criteria:
2. A demonstrated and documented inability to attract a pool of qualified candidates; or
3. Rejection of an offer of employment at the minimum rate for the position by the institution's top candidate(s); or
4. Other circumstance which is documented and approved by the institution's President or designee.

IV. SALARY UPON REINSTATEMENT

The institution's President or designee shall have the flexibility to authorize a salary for a position to be occupied by an individual eligible for reinstatement in keeping with the following provisions:

A. Reinstatement to a Job Class with the Same Maximum Salary

Upon reinstatement to a position within a job class that has the same maximum salary as the job class at the time of an individual's most recent separation, the individual's salary shall be no less than the salary that same individual held at the time of most recent separation from USM service.

B. Reinstatement to a Job Class with a Higher Maximum Salary

Upon reinstatement to a position within a job class that has a higher maximum salary than the job class at the time of the individual's most recent separation, the individual's salary shall be no less than the salary that the individual held at the time of most recent separation from USM service, but no less than the minimum salary for the job class.

C. Reinstatement to a Job Class with a Lower Pay Range

Upon reinstatement to a position within a job class that has a lower pay range than the job class at the time of the individual's most recent separation, the individual's salary shall be no more than the salary received at the most recent separation unless the salary falls below the minimum of the lower pay range. The President or designee shall determine the individual's salary within the range.

V. SALARY UPON RE-EMPLOYMENT

Upon a promotional reclass, the salary for an employee shall increase at least six percent.

B. Salary Upon Lateral Transfer or Lateral Reclass

Upon both circumstances the employee's salary shall remain the same.

C. Salary Upon Demotional Transfer or Demotional Reclass

1. A demotional transfer or reclassification to a lower pay range may result in a reduction to pay. Upon demotional transfer or reclassification, the employee's salary shall be placed within the new pay range without providing a salary increase or to the new pay range maximum if currently above the pay range maximum. In no case shall the employee's salary exceed the maximum of the pay range for the job class to which she/he was demoted.

2. A demotional reclass for disciplinary reasons may result in a reduction in pay.

XI. WITHIN RANGE SALARY ADJUSTMENT

An employee's salary may be adjusted at any time to meet documented critical business needs (e.g., massive turnover, market driven, supply/demand). The appropriate

- B. Second, Cost of Living Adjustment (COLA), if involved,
- C. Third, merit adjustment, if involved,
- D. Fourth