

Compensation Policy for State Classified Employees

February 2007

1. New Hires

Generally, the hire rate for all classes is set at the minimum of the pay grade (refer to the CSU Compensation Plan). These hire rates will be reviewed periodically to determine if, due to recruiting difficulties, adjustments are necessary for individual classes, occupational groups, geographic areas or across the board. Salaries of new hires are set in accordance with the guidelines outlined below unless prior authorization from the Director of Human Resources has been obtained.

a. “General Use” Classes: In the case of a “general use” class where competition for the same applicant pool could occur between departments, new hires will all be paid at the hire rate. These “general use” classes are defined as Administrative Assistant I-III, the Accounting Technician series, Custodian I-II, and Dining Services I-III.

b. All Other Classes: For all classes except “general use” classes described above, departments will have the flexibility to make an employment offer anywhere from the hire rate to 10% above the hire rate when recruitment difficulty or other unusual conditions exist, without prior authorization from the Director of Human Resources.

Upon the request of the employing department and a showing of recruiting difficulty or other unusual condition not able to be adequately address under 1b above, the Director of Human Resource Services may authorize the appointment of a person to a “non-general use” class at a salary in the pay range higher than 10% above the hire rate. When an individual salary above the hire rate is established, it shall apply only to the person for whom it is established. Note: For “general use” classes, acceptable grounds for approving starting salaries above the hire rate typically must include geographic differences where local salary rates exceed those prevalent in the Fort Collins area.

2. Transfers

Salaries of transferring employees will remain at the employee’s current pay rate, or the hire rate of the class, whichever is higher. If the employee is transferring from another state agency however, pay cannot exceed the maximum of the pay grade. Note: When an employee transfers from another state agency after receiving a final overall rating under that agency’s performance pay program, the University is obligated to pay the employee a base and/or non-base salary adjustment based upon the terms of the CSU plan for the performance rating level received.

3. Reinstatements

Salaries can be set anywhere from the hire rate of the class being reinstated into, up to a salary rate which reflects the relative position within the pay grade the employee was previously certified at, adjusted for salary survey and occupational study changes. In the case of the reinstatement of a current employee, if the current salary exceeds the previous rate described above, the current rate is the maximum rate. Note: the new salary cannot be set above the pay grade maximum of the new classification.

4. Demotions

Demotions resulting from individual classification review will not affect existing base pay, but if the current salary is above the pay grade maximum of the new class, base pay will only be saved above pay range maximum for up to three years as per the provisions of the State Personnel Rules and Administrative Procedures. Salaries for voluntary demotions will remain at the employee's current pay rate, or the new pay grade maximum, whichever is lower. For disciplinary demotions, pay at the new level will be determined by the Director or Associate Director of Human Resources, as appropriate.

5. Promotions

Upon promotion from either an eligible list or via individual position audit, the employee will receive an increase equal to the percentage difference between the pay grade maximum of the current class and the new class, not to exceed a 10% increase over the employee's current salary. Note: the new salary cannot be set below the hire rate, or above the pay grade maximum (in the case of saved pay situations), of the new pay grade.

6. System Maintenance Studies

Classification changes resulting from the implementation of system maintenance studies will not affect the pay of employees in those classes unless the hire rate in the new class is above the employee's current salary, in which case the pay will be adjusted to the hire rate. In cases where the employee's current base pay exceeds the pay range maximum of the new class, base pay will be saved above pay range maximum for up to three years as per the provisions of the State Personnel Rules and Administrative Procedures.

7. In-Range Salary Movements

In-range salary movements may be used to increase base salaries of employees who remain in their current classes and positions when there is a critical need, due to salary range compression, not addressed by any other pay mechanism. Salary range compression occurs when longer-term employees are paid lower in the range than new hires over a period of time resulting in documented ongoing retention difficulties. In these unusual circumstances, there is a valid need to increase one or more employee's base salary in recognition of contributions equal to or greater than the newly hired employees. To be eligible, an employee must be performing satisfactorily as evidenced by the most recent final overall performance rating. Salary movements of this type are discretionary, subject to available funding and must be approved by the Director of Human Resources.

8. Supplemental Pay

The use of supplemental pay requires prior authorization from the Director of Human Resources. Supplemental pay is a non-base building temporary form of payment in addition to base pay that may be used when an employee assumes the full set of duties of a higher-level position that is vacant or the incumbent is on extended leave for a period of one to six months (i.e., acting/interim appointment), or; an employee is assigned to a long-term project that is not an expected or customary part of the employee's regular assignment and is critical to the mission and operations of the University. Supplemental pay may not be used to compensate an employee for perceived higher level duties pending a job classification review by HRS. Further, employees who are eligible for overtime and who are performing additional temporary duties that are similar to their regular assignment are entitled to overtime payment for any hours in excess of 40 in a given work week and cannot be paid supplemental pay in lieu of overtime.