

## To Be Rescinded

### ~~3359-22-02 — Contract professional position and salary administration program.~~

#### ~~(A) — Purpose.~~

- ~~(1) — Introduction. The position and salary administration program of the university of Akron is applicable to all designated contract professionals and unclassified staff. The purpose of the program is to provide an effective and equitable compensation plan for the positions included.~~
- ~~(2) — Elements of the program. The position and salary administration program is based on:
  - ~~(a) — A written description for each position.~~
  - ~~(b) — A systematic evaluation and the assignment of positions to grades reflecting but not limited to the:
    - ~~(i) — Nature of work activity.~~
    - ~~(ii) — Personal interaction.~~
    - ~~(iii) — Supervision exercised.~~
    - ~~(iv) — Working conditions.~~
    - ~~(v) — Minimum entry qualifications.~~
    - ~~(vi) — Responsibility and impact on end results.~~~~
  - ~~(c) — The establishment of grades and the grouping of positions for each grade.~~
  - ~~(d) — The establishment of minimum and maximum salaries for each grade.~~
  - ~~(e) — The implementation of a performance appraisal system and its application to salary increases.~~
  - ~~(f) — The establishment of procedures relating to salaries and salary increases in situations involving promotion, transfer, and other personnel action.~~
  - ~~(g) — The establishment of a process to review of the grade assignment of their positions.~~
  - ~~(h) — The administrative functions necessary to support continued~~~~

~~operation of the plan.~~

- ~~(3) — Authorities and responsibilities.~~
- ~~(a) — The president and vice presidents shall be responsible for the distribution of salary adjustments; employment, promotion or transfers; initiation of recommended changes or revisions in positions; and other personnel changes within their respective areas.~~
  - ~~(b) — The division of human resources is responsible for coordination of the position and salary administration program including but not limited to position evaluations, descriptions, and annual salary schedule recommendations. However, any revisions to the salary schedule shall require approval of the board of trustees upon recommendation of the president.~~
- ~~(B) — Positions. A position is a group of duties and responsibilities requiring the full or part-time employment of an individual. A position may, at any time, be occupied or vacant.~~
- ~~(1) — Descriptions.~~
- ~~(a) — There shall be a written description for each position reflecting:
    - ~~(i) Title.~~
    - ~~(ii) — A statement of the basic functions and responsibilities.~~
    - ~~(iii) — A summary of the major characteristic duties and responsibilities.~~
    - ~~(iv) — A summary of the supervision received and supervision exercised.~~
    - ~~(v) — The minimum entry level qualifications, including education, experience, and license or certification requirements.~~~~
  - ~~(b) — Requests for new positions or changes in existing positions must be accompanied by a proposed position description.~~
- ~~(2) — Grade and title determination. Each position description shall be reviewed by the university classification committee in order to determine an appropriate salary grade and title for the position. Procedures governing this process appear in published university classification committee~~

~~guidelines and are referenced in subsequent sections of this document.~~

~~(3) — Audits and reclassification.~~

- ~~(a) — If and when the responsibilities, duties, or other related elements of a position are changed, such changes may result in an audit and possible reclassification of the position. Responsibility and authority for conducting such audits and rendering appropriate decisions is vested with the division of human resources which shall be governed in its action by published guidelines.~~
- ~~(b) — A position audit may be requested by an employee, the employee's supervisor, or by the university appointing authority. Each request for a position audit should be directed to the university appointing authority, after review by the appropriate dean or director and vice president responsible for the unit. Such review will be limited to support for or disagreement with the position description as submitted~~
- ~~(c) — The appointing authority will advise the employee, dean, director, and the vice president of the of results of the audit. Should an employee, dean, director, or the vice president disagree that individual should communicate in writing such disagreement to the appointing authority within five days after receipt of the notice of the results of the audit. If, after reconsideration by the appointing authority, a contract professional or unclassified staff employee wishes to appeal such decision, this appeal will be reviewed by an appellate committee. The current chairpersons of the contract professional advisory committee and the staff employee advisory committee will serve as non voting ex officio members on this appellate committee.~~
- ~~(d) — If an existing occupied position is reclassified
  - ~~(i) — Into a higher salary grade, the qualified incumbent's salary will be adjusted only to the extent necessary to comply with the minimum for the new grade.~~
  - ~~(ii) — Into a lower salary grade, the qualified incumbent's salary shall continue at the current salary. If the current salary is greater than the maximum of the new grade, it shall not be reduced.~~~~
- ~~(e) — It is assumed that an incumbent in an occupied reclassified position will be qualified for the new position responsibilities and duties.~~

~~(f) — Complete details regarding the audit and reclassification process are available from the university appointing authority.~~

~~(C) — Personnel action.~~

~~(1) — New appointments.~~

~~(a) — While most new contract professionals and unclassified staff personnel are appointed at the entry level of a salary grade, experience of a candidate or prevailing market conditions may justify a salary up to the first quartile of the grade.~~

~~(b) — Upon recommendation of a vice president and subject to budgetary limitations, the appointment of an exceptionally qualified applicant at a salary higher than the first quartile rate may be authorized.~~

~~(2) — Promotion, transfer, and other personnel actions.~~

~~(a) — An individual moving to a vacant position having a higher grade is considered to be promoted and the salary may be adjusted to ensure an appropriate pay increase reflecting not less than the minimum for the new grade.~~

~~(b) — An individual moving to a vacant position of equal grade is considered to be transferred and may not receive an increase in salary as a result of such transfer.~~

~~(D) — Salaries.~~

~~(1) — Surveys. Comparable institutions of higher education as well as government and/or industrial entities will be surveyed annually or as necessary by the department of human resources. Such surveys will encompass:~~

~~(a) — Selected benchmark positions.~~

~~(b) — Average salaries.~~

~~(c) — The range of salaries paid.~~

~~(d) — Non-salary benefits.~~

~~(2) — Schedules.~~

~~(a) — A salary schedule will be developed for each position and salary administration program grade and will consider:~~

- ~~(i) — Salary survey data.~~
  - ~~(ii) — Financial resources of the university.~~
  - ~~(iii) — Needs of the university in attracting, retaining, and rewarding qualified personnel.~~
- ~~(b) — The schedule will include a minimum, median, and maximum salary for each grade.~~
- ~~(3) — Salary increase allocation. Based on available resources, the president shall determine the total amount, stated in dollars and/or percent, to be allocated for salary increases for the next fiscal year and present same to the board of trustees for approval.~~
- ~~(4) — Individual salary increase determination. Following approval of the total salary increase allocation, the president shall distribute this amount to the vice presidents and other administrative officers for distribution to individuals within their respective areas. Individual salary adjustment recommendations should consider the level of the individual's performance in the position, salary within the position's assigned grade, performance and/or other related factors. Individual salary adjustment recommendations must be approved by the board of trustees upon recommendation of the president.~~
- ~~(5) — Salary allocation. Following approval by the board of trustees, individual salary adjustments will be appropriately communicated to all contract professionals and unclassified staff personnel affected by such action~~
- ~~(E) — Evaluation.~~
  - ~~(1) — A written performance appraisal shall be conducted annually for each contract professional and unclassified staff member included in the program.~~
  - ~~(2) — Such appraisal may provide the basis and/or rationale for any salary and/or other personnel decision which may be rendered concurrently or in the future.~~
  - ~~(3) — Complete instructions and appraisal forms are available from the division of human resources.~~

Effective: May 28, 2005

Certification: \_\_\_\_\_  
Secretary  
Board of Trustees

Prom. Under: R.C. 111.15

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