



POLICY TITLE	Executive Employees: Recruitment, Compensation, Termination	Policy Number	309
Section	Human Resources	Approval Date	June 13, 2007
Subsection	Hiring Practices	Effective Date	June 13, 2007
Responsible Office	Office of the Vice President of Planning, Budget, and Human Resources		

1.0 PURPOSE

1.1 This policy addresses employment actions for executive appointments.

2.0 REFERENCES

3.0 DEFINITIONS

3.1 Executive levels: A vice president, executive director on the President's Staff or a vice president's staff, dean, associate vice president, or assistant vice president or others designated to this classification.

3.2 Benchmarking: The process of comparing the pay for positions with comparable positions among competitors in higher education or other markets designated for comparables.

3.3 Slotting: When a position does not have a benchmark in the market, it will be slotted among benchmark jobs based on internal worth.

4.0 POLICY

4.1 The responsibility for recruitment, selection, placement, and all subsequent employment actions of executive employees rests with the President of the University. The vice president of the affected area and Human Resources assists the President.

4.2 Individual positions are reviewed by Human Resources and grouped with other similar positions wherever possible. The groups of positions, known as jobs, are documented, evaluated, and assigned to a salary grade. Job analysis and evaluation takes place at the request of Human Resources or the divisional administration and requires review by the appropriate vice president and the President.



4.3 Human Resources collects and analyzes state and market salary surveys for common jobs, also known as benchmark jobs, on an ongoing basis. Periodically, a job may be moved to a different pay grade. Human Resources may recommend that market adjustments be given to employees in affected jobs.

4.4 If the job has a market benchmark, then grade placement will be determined by the benchmark. If the job does not have a market benchmark, then the affected vice president, with concurrence by the President and the Executive Director of Human Resources, will determine a recommended grade placement.

5.0 PROCEDURES

5.1 Base Pay Information

5.1.1 Initial Placement

5.1.1.1 Levels A, B, C, and some Ds determined by the President based upon qualification and experience.

5.1.1.2 Levels D and E determined by the vice president of the affected area based upon qualification and experience. Reviewed by the Executive Director of Human Services. Placement is reviewed by the President before an offer is extended.

5.1.2 Level Advancements

5.1.2.1 Level advancements occur only through:

5.1.2.2 Reassignment of a current position, or

5.1.2.3 Promotion to a different (higher) level position.

5.1.2.4 Promotion results from an employee being hired through the regular employment process for a different and higher-level position.

5.1.3 Reclassification

5.1.3.1 Levels A, B, C, and some Ds determined by the President using the general guidelines, including information provided through benchmarking or slotting of positions, for placement within the appropriate employment category.

5.1.3.2 Levels D and E determined by the vice president of the area of responsibility using the general guidelines, including information provided through benchmarking or slotting of positions, for placement within the appropriate employment category.



5.1.4 Promotion

5.1.4.1 When the University hires an executive employee for a higher level position through the regular employment process, the salary is determined according to the same criteria as for initial placement on the salary schedule.

5.1.5 Non-Executive Transfer

5.1.5.1 University Requested

5.1.5.1.1 Non-faculty: The employee is placed on the new level at his or her current base pay unless the transfer is a demotion based on disciplinary proceedings.

5.1.5.1.2 Faculty: The employee returns to a salaried teaching position in the department where the individual has tenure. The base pay is negotiated with the teaching department and the Vice President for Academic Affairs and approved by the President. Should a vacant position be unavailable within the department, the University funds a new one.

5.1.5.1.3 UVU Policy 635 *Faculty Academic Freedom, Professional Responsibility, and Tenure* addresses deans returning to tenured faculty positions.

5.1.5.2 Employee Requested

5.1.5.2.1 Non-faculty: The base pay for an executive employee who is hired for (or requests a transfer to) a position at a lower level than his or her current position will be determined by negotiation with his or her supervisor based upon qualifications and experience, reflecting the change in responsibility.

5.1.5.2.2 Faculty: The employee returns to a salaried teaching position in the department where the individual has tenure. The base pay at return to teaching is the same administrative base pay, pro-rated for days worked (based on average daily pay rate), or the highest base pay in the department, whichever is lower, provided the amount is not less than the University's average faculty base pay in that fiscal year.

5.1.5.2.3 UVU Policy 635 *Faculty Academic Freedom, Professional Responsibility, and Tenure* addresses deans returning to tenured faculty positions.

5.1.6 Base Pay Increases

5.1.6.1 Executive employees may receive base pay increases based on cost-of-living, market salary survey data, legislative action, availability of funds, and the decision of the University's Board of Trustees. The Board may apply these increases to the entire executive salary schedule



and generally increase all base pay dollar amounts. Base pay increases generally become effective July 1. Note: The Utah State Board of Regents determines the President's base pay.

5.1.7 Merit Base Pay Increases

5.1.7.1 The Board of Trustees determines merit base pay increases and their distribution annually based on recommendations of the President and available funding. If the University promotes or reassigns an executive to a higher-level position on the same date his or her merit increase becomes effective, the merit base pay increase is added to the new base pay level.

5.2 Dismissal of Executives

5.2.1 Executives of the University serve at the pleasure of the President. If the University terminates an executive employee without a statement of cause, it must provide at least one month's advance notice (or equivalent in base pay).

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity