



UTAH VALLEY UNIVERSITY

Policies and Procedures

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| POLICY TITLE | In-classification Salary Increases for Non-Faculty Employees | Policy Number | 354 |
| Section | Human Resources | Approval Date | March 10, 2005 |
| Subsection | Compensation and Benefits | Effective Date | March 10, 2005 |
| Responsible Office | Office of the Vice President of Planning, Budget, and Human Resources | | |

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 The University endeavors through its operating units to recognize the career progression and development of non-exempt and exempt staff who by virtue of their motivation, initiative, abilities, and excellence in performance are regularly assigned and held accountable for the most complex and significant projects, assignments, and responsibilities in their classification.

4.2 A request for an in-classification career salary increase is initiated by the supervisor, reviewed by the dean, director, department head or designee, and approved by the appropriate vice president in consultation with the Director of Human Resources/Equity Officer.

5.0 PROCEDURES

5.1 Implementation of the in-classification career salary increase request shall be based on all of the following criteria being met:

5.1.1 The more complex and significant projects, assignments, and responsibilities of the job classification are assigned on a regular basis to the employee.

5.1.2 The employee has demonstrated the attainment of a significantly higher level of knowledge and skills which are specific to the job classification and functional area.

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5.1.3 The employee's most recent performance appraisal, within the last twelve months, and within the current job classification, reflects job requirements being exceeded or better.

5.1.4 Confirmation that funds have been identified and authorized by the appropriate administrator to support the salary increase.

5.1.5 The amount of the proposed increase should be justified and equitable when compared to others in the department.

5.1.6 Twelve or more months have elapsed since the employee's last in-classification career salary increase.

5.2 An administrator may request that a regular non-exempt or exempt staff employee who meets all of the defined criteria above be granted an in-classification career salary increase subject to the following standard:

5.2.1 An amount that will increase the employee's rate of pay up to the midpoint of the salary range, or

5.2.2 An amount no greater than 10 percent of the employee's current salary, not to exceed the maximum.

5.3 The Director of Human Resources/Equity Officer may approve a salary in exception to these standards if the appropriate administrator submits a written request which specifies the reason(s) and appropriate justification for an exception.

| POLICY HISTORY | | |
|---------------------|--------------|--------------------|
| Date of Last Action | Action Taken | Authorizing Entity |
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