

# OREGON INSTITUTE OF TECHNOLOGY

## Compensation Plan for Unclassified Administrators

OIT-20-044

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**A. Purpose:** This policy establishes the framework for a compensation plan for Oregon Institute of Technology's unclassified administrative employees who are on renewable appointments, except where exceptions are approved by the President. The Oregon Institute of Technology is committed to fair and equitable pay practices for each individual employee regardless of position, role, cultural background, race, color, religion, gender, sexual orientation, national origin, age, veteran status, or disability status.

**B. Responsibilities:**

- The President is responsible for establishing and maintaining the compensation plan objectives and determining the amount of funds available for adjustments pursuant to Board of Higher Education and legislative directives.
- The Office of Human Resources oversees the administration of the plan, communicates policy and salary information to supervisors and administrative employees, and provides information and assistance to the Executive Staff regarding plan implementation, evaluation and modification.
- Department heads and directors will make recommendations for salary adjustments, giving performance feedback and guidance to their staff, explaining criteria for salary adjustments, and communicating information about the plan to their administrative staff.
- Administrative employees are responsible for ensuring they have information about and understand the compensation plan and policy, seeking feedback and assistance from their supervisors, and identifying opportunities to enable them to meet criteria for salary adjustments.

**C. Objectives:** This compensation plan is intended to:

- Ensure administrators in the same job families are paid equitably, taking into account experience and performance.
- Ensure hiring salaries are competitive against internal and external market data.
- Facilitate recruitment and retention.
- Provide an incentive to improve the quality of services and programs in support of the University's mission and goals, and to maintain a high level of performance.
- Recognize accomplishments and professional growth.
- Maintain salary and benefit costs within budgetary limits.

**D. Funding:** The awarding of salary adjustments is dependent upon the availability of funds and legislative directives and guidelines. The source of funds (self-support or general fund) will not determine the salary level for employees or eligibility for salary adjustments.

- E. Compensation Plan Structure:** The University uses a graded job family structure to establish appropriate pay ranges for positions. The pay ranges are based on competitive market value analysis practices. The structure is intended to:
- Define the competitive pay position for the University.
  - Establish the lower and upper pay range limits for each job family.
  - Allow for differential pay levels between positions to recognize differing demands and responsibilities.
- F. Maintaining Salary Ranges:** Periodically, the Office of Human Resources will initiate and conduct, at the request of the President, a market salary study of unclassified administrative positions and prepare a recommendation to the President on which ranges should be updated and salaries adjusted.
- G. Innovation and Change:** The University's compensation approach is not static. The University leadership will monitor and evaluate internal changes and external market factors and trends that might impact its approach to compensation planning. As appropriate, modifications to existing practices will be introduced after due consideration of their consistency with and representation of the core values of the University.
- H. Fair Labor Standards Act Eligibility:** The Office of Human Resources, in consultation with department heads and directors, determines exempt or non-exempt position status based on applicable federal and state wage and hour laws and regulations.
- I. Appeal Process:** This Plan provides an annual process for appeal of job family placement.
- J. Hold Harmless:** Salaries above the job family range at implementation of the compensation plan will not be decreased to fall into the job family range. Employees in this status may only participate in COLAs and Bonus Awards until the current salary no longer exceeds the maximum of the job family range.
- K. Administrative Procedures:** Administrative Procedures shall be promulgated to facilitate the administration of this policy and shall be periodically reviewed by the President or designee(s) for revision.

