

Classification and Pay Program Policies and Procedures

Scope: Who is Covered by this Policy?

Classified Staff

Policy

Classification Plan

The University shall establish, and may modify or rescind, a job classification and pay plan for all positions in the classified civil service at Miami University. The University shall group jobs within a classification so that the positions are similar enough in duties and responsibilities to be described by the same title, to have the same pay assigned, and to have the same level of qualifications for selection applied. In some cases, the physical requirements for a classification may vary based upon the essential duties assigned within the work unit.

Classification titles are assigned to each classification within the classification plan, but specific positions may be assigned parenthetical titles to further describe the types of duties performed. The University shall describe the duties and responsibilities of the class, establish the qualifications for being employed in each position in the class, and file with the state a copy of specifications for all of the classifications. The University shall file new, additional, or revised specifications with the state.

Pay Zones

The University shall assign each classification to a pay zone based upon the type of duties performed. Classifications that have a similar level of responsibility and qualifications will be placed within the same pay zone.

The University shall establish a minimum, maximum and market reference points for each pay zone. In cases where unusual market conditions exist causing excessive turnover and/or failure to attract qualified candidates, the University may establish special market ranges for those specific classifications.

Compensation

An employee's total rate of pay shall comprise of two components, base pay and premium pay. Premium pay is established through the employee's participation in the University's job enrichment program. Base pay is the rate of pay that excludes any premiums. Employees are paid the combination of base and premium for all hours reported. Employees retain premium pay at the same level should the employee accept a demotion, promotion, lateral move or lateral transfer. Premium pay shall not be included in determining if an employee is at the pay zone minimum or maximum.

Hiring Rates

Reflects the salary which an incumbent is provided upon entering the job, influenced by range widths and the fact that wider ranges require more latitude.

(A) External Candidates

A newly hired employee's base rate shall normally be set at the minimum of the pay zone. In cases where circumstances necessitate, a starting base rate may be greater than the minimum, but not exceed Market Reference Point B. Criteria for determining when such an exception, known as zone penetration, may be made must be documented and shall include one or more of the following: qualifications of the candidate, number of qualified applicants identified, cost and length of time associated with the recruiting campaign, and/or the pay relationship to other employees within the job class or comparable job class who possess similar qualifications.

Starting rates above the minimum, but not exceeding Market Reference Point A shall be subject to department head approval. Starting rates exceeding Market Reference Point A shall be subject to vice president (or designee) level approval.

Hiring Rates Reemployment

A non-probationary classified employee who resigns or retires from the University and is reemployed into the same classification within one year from the date of such resignation or retirement, shall receive the same base rate and premium rate of pay at the time of resignation or retirement. If an employee is reemployed within a one year into a difference classification, the employee shall be treated as a newly hired employee for pay purposes, except that the employee shall retain the premium pay. Employees who are rehired after one year shall be treated as new hired employees for pay purposes, except that the employees will retain their premium pay if rehired within two years.

Hiring Rates Reinstatement

An employee who has been reinstated after being laid off or displaced as a result of reduction in force, shall receive the same base rate and premium rate of pay at the time of his/her layoff. Any general pay increases that occurred during the layoff period will be applied to the employee's base rate.

Upward Movement (Promotional Increases)

In cases where an internal candidate receives a promotion either through the job audit or hiring process, the base rate shall be adjusted upward by 4% or to the minimum of the new zone, whichever is greater; for each succeeding zone movement thereafter, the base salary shall be increased by an additional 2% or minimum of the new zone, whichever is greater.

Where an internal candidate receives a promotion through the hiring process, a starting base rate may be greater than the typical promotional rate, but not exceed Market Reference Point B. Criteria for determining when such an exceptions, known as zone penetration, may be made must be documented and shall include one or more of the following: qualifications of the candidate, number of qualified applicants identified, cost and length of time associated with the recruiting campaign, and/or the pay relationship

to other employees within the job class or comparable job class who possess similar qualifications.

Lateral Moves/Transfers

Employees accepting lateral moves or transfers will retain their current base rate of pay and are not eligible for a pay increase. In cases where an employee accepts a lateral move into a classification that is in a special market range, the employee may receive an increase to the minimum should the base rate be lower than the established special market pay minimum.

In cases where an employee accepts a lateral move from a position that is not in a special market range to one that is in a special market range, the hiring department may elect to offer an increase in keeping with Promotional Increases, subject to vice president (or designee) level approval. In cases where an employee accepts a lateral move from a position that is in a special market range to one that has a higher special market range, the hiring department may elect to offer an increase in keeping with Promotional Increases, subject to vice president (or designee) level approval.

Downward Movement (Demotions)

In cases where an internal candidate takes a demotion, the base rate shall be decreased by 4% for the first zone and for each succeeding zone movement thereafter, the base salary shall be decreased by an additional 2%. In no case shall the employee's base rate of pay fall below the established minimum for the pay zone.

Special Market Adjustments

Refers to a special premium which is established for a particular job title when unusual market conditions exist causing excessive turnover, rates significantly below the market average, and/or failure of current pay to attract qualified candidates.

The pay zone minimums, market reference points and maximums shall be moved upward based upon the evaluation performed by Human Resources.

In cases where special market ranges are developed, the University may adjust the base rates of current employees to maintain internal equity. In no cases shall the base rate of incumbents fall below the minimum of the special market range.

Temporary Working Level Pay Adjustment

Where a vacancy exists due to a resignation or extended leave of absence and an employee at a lower pay zone is temporarily assigned the duties of vacancy position for a continuous period in excess of three weeks, the employee may receive a temporary working level pay adjustment. The base rate shall be adjusted upward by 4% or to the minimum of the new zone, whichever is greater; for each succeeding zone movement thereafter, the base salary shall be increased by an additional 2% or minimum of the new zone, whichever is greater. Temporary working level pay adjustments may not exceed a two year time frame. The employee is not eligible to receive additional bonuses in addition to the temporary work level pay adjustment.

Pay Below the Minimum

In no cases shall an employee's base rate of pay be set below the established minimum for the pay zone.

Proficiency Movement

For incumbents obtaining a special certification, licensure or designation that exceeds the minimum requirements of the classification, the base pay may be increased by up to 2% if not covered under an established job enrichment program. In order for this type of adjustment to be granted, the licensure, certification or designation that the individual wishes to pursue must be pre-approved by departmental management and recognized by the incumbent's professional group as applicable and relevant to the job and/or of value to the unit, department or division. If the special certification, licensure, or designation is not maintained, the base pay shall be decreased by as much as 2%, not to exceed the amount of the original proficiency movement increase.

For incumbents performing special duties that are clearly outside of those assigned to other individuals within the classification, but do not warrant an upgrade, the current base pay may be increased by up to 2%. For an action of this type to occur, the duties must be non-typical for the classification, readily identifiable, and performed with a degree of on-going regularity. If the incumbent no longer performs the duties the special duties for which they received the proficiency movement increase, the base pay shall be decreased by as much as 2%, not to exceed the amount of the original proficiency movement increase.

Longevity Pay

Employees who have completed at least ~~ten~~ *(10five (5))* years of service with Miami University on or before December 1, qualify to participate in the longevity bonus program. Longevity pay is not a guarantee and the amount of the lump sum payment will vary from year to year based upon the ability of the University to make such payment. An employee must be in active pay status December 1 in order to be eligible for the payment. The longevity payment is earned in the pay week including December 1.

Annual Pay Increases

The University shall determine the amounts of and ability to grant annual pay increases. Although pay increases are generally granted during the first pay period that includes July 1, the University may elect to grant increases in a differing time frame and frequency based upon business needs. General increases may be awarded to all employees in the SATSS group who have given satisfactory performance. SATSS employees with documented performance reports may not receive the general pay increase, at the request of their supervisor, and the approval of Human Resources.

Increases are applied to the base rate and do not impact the job enrichment premium. In cases where an incumbent's base rate exceeds the maximum, the employee is ineligible for an annual pay increase. In lieu of an increase, the employee will receive a bonus payment that is equivalent to 60% of what the raise would have been based upon their full-time equivalency (FTE).

In cases where applying the entire annual increase would result in the base pay exceeding the maximum, the incumbent will receive a partial increase to the maximum. In lieu of the full increase, the employee will receive a bonus payment that is equivalent to 60% of what the remainder of the raise would have been based upon their full-time equivalency (FTE).

The University may elect to pay the bonus in one or several installments. An employee must be in active pay status when the bonus is issued in order to be eligible for the payment. The bonus payment is earned in the first week of the pay period in which the bonus is issued.

Job Audits

A job audit is the formal review of the current duties and responsibilities assigned to a position to ensure that the position is in the appropriate pay zone and job title.

Audits are conducted by the department of human resources based on a request from the department or the non-probationary employee. The audit request shall include the name of the employee whose position is to be audited, the name of the employee's immediate supervisor and a current position description reflecting the duties currently being performed by the employee.

If the supervisor did not review the request prior to submission, the Department of Human Resources will forward the form. The supervisor has five working days to complete his/her review and return the job analysis questionnaire to Human Resources. If the supervisor does not complete his or her review within five working days, Human Resources will continue with the audit process.

An on-site audit may be conducted in person or by video conference. At the time of an on-site audit, the employee, the employee's immediate supervisor, and other persons as deemed by Human Resources necessary shall be interviewed. If any party refuses to attend on-site audit interviews Human Resources shall render a decision based on the information and documentation submitted.

Position audits shall examine the duties currently performed. The audit report reflects duties at the time of the audit and shall reflect any change in duties if such has occurred since the date of the audit request. Duties performed while assigned in a temporary work level shall not be considered for the purposes of a position audit.

A position audit shall be deemed completed when Human Resources sends written notification of the results to the employee. If it is determined through the audit process the employee is misclassified, the University may either discontinue assigning the employee the duties and responsibilities found not to be inherent in his/her current classification, or may choose to reclassify the position determined appropriate by the audit process. If the position is reclassified to a position in a higher pay grade, any changes to the salary must first be recommended by Human Resources with the authorization from the President, Vice President or appropriate designee.

Whenever a position is reclassified, Human Resources shall give to the affected employee a written notice setting forth the proposed new classification and changes to pay. The effective date of such change shall be the first day of the pay period following Human Resources' receipt of the audit request.

The decision rendered may be appealed to the Department of Human Resource by the employee. The appeal must be submitted in writing within thirty (30) calendar days of the date of determination by Human Resources. The Department of Human Resources will conduct a second audit and render a determination. The results of the appeal are final.

Related Form(s)

Not Applicable.

Additional Resources and Procedures

Not Applicable.

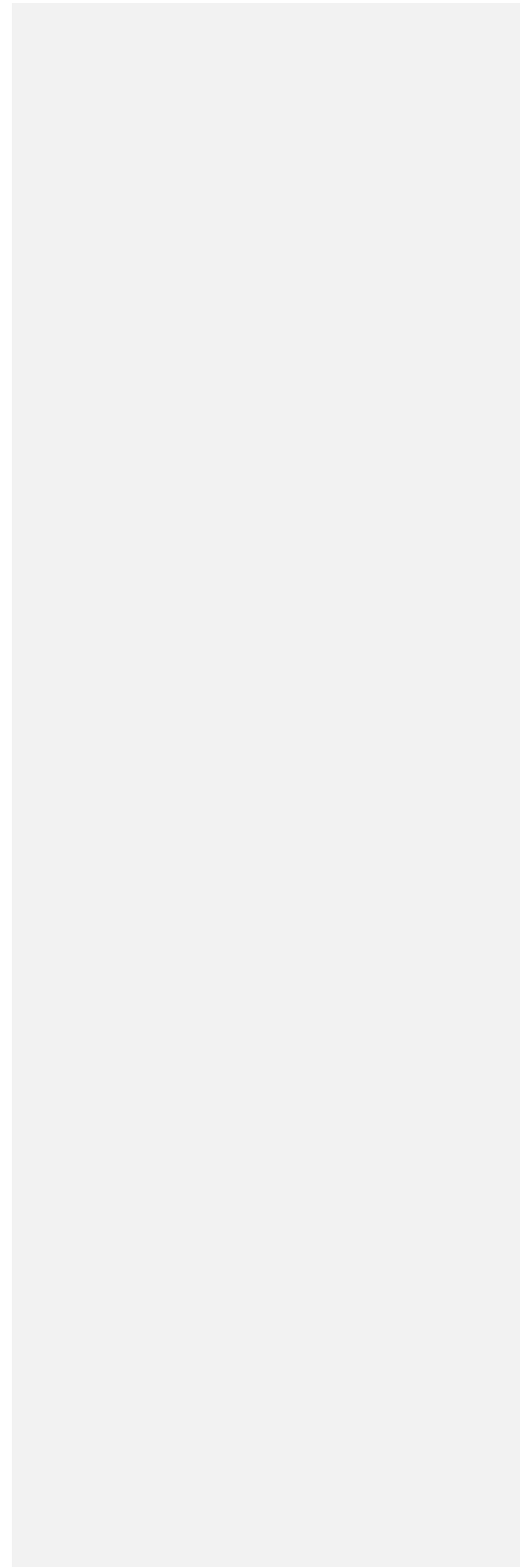
FAQ

Not Applicable.

Policy Administration

Next Review Date

7/1/2023



Responsible Officer

Associate Vice President for Human Resources

Legal Reference

- Ohio Revised Code
- Ohio Administrative Code

Compliance Policy

No

Revision History

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[Amended August 2023](#)

Reference ID(s)

- MUPIM 20.5
- OAC 3339-20-05

Reviewers

- Associate Vice President for Human Resources
- Sr. Vice President for Finance and Business Services

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