



Ohio Administrative Code

Rule 3337-40-58 Administrative and classified compensation.

Effective: [October 12, 2022](#)

(A) General policy statement

Pay determination decisions should support the university's commitment to a market-based pay approach. This ensures the university's ability to attract and retain the talent needed to support Ohio university's mission and initiatives. University human resources ("UHR") manages the pay plans and pay structure to ensure market competitiveness. The university will pay employees without regard to any of the categories listed as protected in policy 40.001, relative to:

- (1) Internal equity based upon the skills and requirements of positions;
- (2) External market as defined by UHR;
- (3) Financial management of the university.

(B) Program objectives

Ohio university will maintain a salary program that:

- (1) Is consistent with the general policies of the university;
- (2) Is internally equitable and externally competitive with comparable market ranges;
- (3) Ensures equitable pay for work requiring similar skill or competency, scope, and responsibility;
- (4) Assures that university employees are fairly and justly rewarded for contributing their knowledge, skills, abilities, and time in accomplishing university objectives (implies "pay for performance" for all);



- (5) Ensures that the salary program is administered with consistency and uniformity throughout the university, with regard to position evaluation and salary structure;
- (6) Includes objective job specifications and qualifications as an aid to hiring and promotion;
- (7) Provides a system to identify inequities and maintain competitive salary levels;
- (8) Provides data for the strategic analysis of compensation costs and forecasts;
- (9) Provides data supporting workforce, talent, and succession planning;
- (10) Assures compliance with appropriate laws and regulations.

(C) Administrative responsibility

(1) President

The president of Ohio university or the appropriate designee has authority and responsibility for the salary plan's goals, objectives, structures, and policies. The following are specific delegations of authority in the day-to-day administration of the program.

(2) Chief human resource officer

Ongoing responsibility for overseeing the program is assigned to the chief human resource officer. As such, the following duties are in the chief human resource officers purview, although in actual practice they may be assigned to other staff in university human resources:

- (a) Drafting and recommending new or revised salary policies and procedures;
- (b) Maintaining position descriptions in accordance with retention schedules;
- (c) Monitoring the evaluation of new positions and re-evaluation of existing positions;



- (d) Auditing the pay structure to maintain market competitiveness and internal equity;
- (e) Reviewing compliance with the Fair Labor Standards Act, equal employment opportunity commission regulations, and other governmental regulations including the determination of a position's exempt or non-exempt status;
- (f) Maintaining histories of salary and career records in accordance with retention schedules;
- (g) Appraising pay plan program effectiveness and recommending program revisions as necessary;
- (h) Advising and assisting departments in implementing pay plan policies, guidelines, and procedures in salary administration.

For specific forms and procedures for drafting a job description, please access the "Pay Administration Guidelines."

(3) Salary plan evaluation

The vice president for finance and administration shall direct the chief human resource officer to conduct a study of the administrative pay plan every three years, or as needed. The purpose of the study is to evaluate the salary plan in terms of effectiveness in achieving objectives, external comparability, and internal structure and usage by administrative units.

(4) Appropriate job documentation

The duties, responsibilities, and specifications of all positions in the program shall be kept on file with university human resources. The job description will provide information regarding the essential functions of the position, specifics with respect to position scope and accountability, and the skills and competency level requirements of the position. Managers are accountable to ensure descriptions are accurate for each position they supervise, with input from their staff.