



Ohio Administrative Code Rule 3349-8-21 Compensation program.

Effective: March 1, 2019

(A) Purpose

To establish a compensation program rule.

(B) Scope

This rule applies to administrative staff, unclassified hourly employees, classified civil service employees, and student employees.

(C) Definitions

(1) Consult rule 3349-7-01 of the Administrative Code.

(2) "Classification System" is a method of systematically organizing job families.

(3) "Compensation Program" is a method of systematically organizing the salary ranges.

(4) "Job Families" are groups of positions with similar duties with varying levels of responsibility, authority, qualifications and salary ranges.

(5) "Salary Plan" (the "Plan") is a method of systematically determining employee compensation.

(6) A "Salary Range" is a continuum of salaries from minimum to maximum. Assignment within a salary range is the responsibility of the director of human resources.

(D) Rule statement

(1) Compensation program



The factors used to determine the assignment of a position to a given salary range and placement within that salary range include, but are not limited to:

- (a) Knowledge and experience;
- (b) Complexity and creativity;
- (c) Impact on the university's mission;
- (d) Budget management and responsibility;
- (e) Supervisory responsibility;
- (f) Amount of independent judgment exercised; and
- (g) Physical demands and working conditions.

(2) Annual review of salary ranges

(a) The director of human resources will annually review the salary ranges and determine if revisions are necessary. If revisions are necessary, the director of human resources will consult with the vice president for administration and finance to make appropriate revisions. The director of human resources will notify the university of these revisions.

(b) Revisions to the salary ranges will be reported to the board of trustees as information at the annual budget meeting.

(c) The placement of jobs into applicable salary range will be evaluated annually by human resources.

(3) Salary plan administrator

The salary plan administrator is the director of human resources, who will:



- (a) Evaluate positions for accurate placement within job families and salary ranges;
 - (b) Maintain a master set of position descriptions;
 - (c) Maintain the classification system and compensation program; and
 - (d) Periodically review and update the classification system and compensation program and recommend revisions to the university.
- (4) New positions and new hire salary offers
- (a) Only the appointing authority may issue a binding written offer of employment which includes a salary amount and a start date. Salary offers are generally between the minimum and midpoint of the salary range. Salary offers beyond the minimum of the salary range must be approved by the director of human resources after consultation with the immediate supervisor.
 - (b) Requests to evaluate newly created positions will be processed as needed by human resources.
- (5) Promotional increases
- (a) An employee who is promoted must be brought up to the minimum of the new salary range. If the employee's pre-promotion salary is already beyond the minimum of the salary range, the employee may receive up to a maximum of ten per cent salary increase if approved by the director of human resources after consultation with the immediate supervisor.
 - (b) Employees will be notified of the effective date of transfer, new title and rate of compensation by their appointing authority.
- (6) Lateral transfer increase
- (a) If an employee makes a lateral transfer from one position to another within a given salary range, an increase of up to five per cent may be approved by the immediate supervisor after consultation



with the director of human resources. Before approving the increase, the director of human resources must consider compression effects on the salary range.

(b) Employees will be notified of the effective date of transfer, new title and rate of compensation by their appointing authority.

(7) Annual salary increase

(a) The president will, if appropriate and as part of the annual budget for the University, recommend to the board of trustees a compensation adjustment to base salary and/or a one-time payout for all eligible employees as applicable and as defined in the current compensation plan, based on the employee's classification.

(b) Employees whose positions are grant or external contract funded, may not be eligible for such increases based upon available funding.

(c) Employees will be notified of the amount of salary increase and the effective date of the increase by the director of human resources.

(8) Reduction in salary on demotion

Employees who are demoted may have their salaries reduced. The amount of reduction will be determined by the immediate supervisor in consultation with the director of human resources. The employee will be notified of the amount of salary reduction and the effective date of the reduction by the director of human resources.

(9) Pay in excess of the salary range maximum

If an employee's rate of compensation is at or above the maximum of the salary range and if the employee is eligible for an annual compensation adjustment, a dollar amount equivalent to the annual adjustment will be granted as a onetime pay out instead of increasing the employee's salary. The salary ranges will subsequently be reviewed by the director of human resources to determine if adjustments to the salary ranges are necessary.



(10) Position reclassification

(a) When the existing duties and responsibilities of a position are significantly expanded or reduced, the director of human resources, in consultation with the immediate supervisor, will review an amended position description and determine if an employee's rate of compensation or salary range should be adjusted. The director of human resources will notify the employee of any change in rate of compensation or salary range.

(b) Requests for the evaluation of an existing job due to significant changes to responsibilities and/or requirements will be processed on a quarterly basis by human resources.

(11) Salary concerns

Employees with questions or concerns regarding their rate of compensation should discuss the matter with their immediate supervisor and department head prior to contacting the director of human resources.