


Effective Date		Date of Revision			Policies, Rules And Regulations
4-11-66					
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EMPLOYMENT/AFFIRMATIVE ACTION			3.3.1		Page 1 of 1
Issue					
WAGE AND SALARY ADMINISTRATION					

Policies of wage and salary administration are applicable to all non-teaching positions of Eastern Michigan University.

A classification plan provides that a job classification be assigned to each non-teaching position. The classification assigned to each position is determined by the duties of the position, the skills required to perform the duties, and the responsibilities of the position.

A salary range for each classification establishes for each a minimum and maximum salary. Salary ranges shall be reviewed annually, and may be adjusted to meet changing economic conditions.

An individual who meets the requirements, is hired into a new or vacant position at a salary within the range established for the position classification.

Salary adjustments within the salary range for the classification, and dependent upon the availability of funds, may be made, normally at the beginning of a fiscal year, upon approval by the Board of Regents.

Salary adjustments are based primarily upon the performance of the individual in the position. Other factors also may be given consideration in a recommendation for adjustment, such as length of service and earning an academic degree.

Academic achievement by itself is not a basis for an increase in salary. It is anticipated that study and earning a degree will prepare individuals to perform better in their positions, and a salary adjustment will be based upon the improved performance rather than upon attaining the degree.

Wage rates and other terms of wage administration for positions represented by a labor union are stated in the applicable contract which has been negotiated by collective bargaining.

Authority for Creation or Revision
Minutes of the Board of Regents, April 11, 1966; para. .370M.