

**PART IV HUMAN RESOURCES**  
**Chapter 04.05 - Salary Administration**

**P04.05.010. Compensation Policy and Responsibilities.**

- A. Compensation is the total of salary plus all programs and benefits with monetary value, including health and other insurance, contributions to retirement and pension programs, holiday and leave provisions, educational opportunities, bonuses, and other employer costs that benefit employees. Information regarding total compensation will be communicated to staff on a regular basis.
  
- B. The university's total compensation package will facilitate staff recruitment and retention. University administration will analyze current practice effectiveness, and revise practices to sustain a viable workforce.

**P04.05.041. Officers of the University and Senior Administrators.**

The salary structure for positions in this category will be based on appropriate market referents established by the president. The president will designate those positions to be placed in this category.

(06-08-01)

**P04.05.042. Faculty.**

Faculty will be compensated in accordance with university regulation.

(06-08-01)

**P04.05.043. Regular Exempt and Nonexempt Staff.**

- A. Regular exempt and nonexempt staff will be compensated in accordance with university regulation.
- B. Annual cost of living adjustments will be provided in accordance with university regulation.
- C. All recipients of annual in-grade salary increments will have at least a satisfactory or higher performance evaluation.

**P04.05.070. Shift Differentials.**

Any provisions for shift differentials will be established by university regulation.

(06-08-01)

**P04.05.080. Responsibility for Plan Documentation.**

The statewide office of human resources established under P04.01.010 will be responsible for maintaining all master plan and summary plan documents relating to the compensation and benefit programs operated by the university. The documents retained by the office will govern in all disputes.

(06-08-01)



2. University officers and senior administrators will have pay type and pay grades established by the president of the university.
3. Exempt (administrative/professional/technical or APT) personnel will have pay type and pay grades established by the job classification system.
4. Nonexempt (classified) personnel will have pay type and pay grades established by the job classification system.
5. Student employees will have pay type and pay grades established by special conditions for student employment.
6. Agricultural Workers will have pay type and pay grades established by job evaluation, with special conditions as prescribed by the Fair Labor Standards Act and the Alaska Wage and Hour Laws covering agricultural employees.
7. Temporary Faculty (adjunct) will have pay type established by the chancellor.

C. Employment Categories and Benefits

1. Regular Employee

To be considered a regular employee, an individual must be in active, sabbatical, special assignment, leave of absence or leave without pay status, and have a continuing appointment or term-funded appointment.

To be considered benefit-eligible, a regular employee must be in active pay statusy status, and I

4. Extended Temporary Employee

Extended temporary employees hired with the reasonable expectation of 30 or more hours of service per week are eligible for health benefits at the time of hire, subject to the usual waiting period. Extended temporary employees are eligible for paid sick leave only.

D. Full-time or Part-time Status

1. Full-time employment may be either regular or temporary as described above and must meet the following criteria:

- a. Exempt (nonacademic) or nonexempt employees have an appointment stipulating an anticipated work week of 40 or more hours on a continuing basis for the entire contract period.
- b. Exempt academic employees work in a teaching, research, service, librarian, museum, or similar position delivering a combination of public service, research and/or instructional activity. Detailed definitions are contained in Policy 04.04.

2. Employees who do not meet the criteria for full-time as described above will be considered part-time employees. Part-time employment may be either regular or temporary.

- a. Exempt (nonacademic) and nonexempt regular part-time employees, work at least 20 hours per week on a regular basis during an employment contract period of at least nine months and work in budgeted or term-funded positions.
- b. Exempt academic regular part-time employees, deliver no less than 179 (or 160) of F

- b. Nonexempt employees will not be eligible for compensatory time-off in lieu of overtime pay. This regulation does not prohibit the arrangement of flexible working schedules for employees which do not exceed 40 hours in any work week.
- c. Nonexempt employees are required to submit timesheets for all hours.

2. Exempt Employment

- a. Employees in exempt categories will be compensated by salary, rather than hourly rates of pay, and will not be eligible for overtime pay.
- b. augmentation for additional and separate work assignments which exceed the normal scope of the position. Any such supplemental compensation shall be determined and approved by the statewide chief human resources officer. Salary augmentation for faculty shall be determined in accordance with University Regulation 04.05.042.D.
- c. Exempt employees are not required by federal or state law to submit timesheets for pay purposes; however, they may be required to do so by the supervisor or department head and must always submit timesheets when using leave hours during the pay period in question.

Exempt temporary employees with an appointment of less than .75 FTE (full-time equivalent) must submit timesheets for each pay period.

(03-26-23)

**R04.05.035. Job Classification System**

A. General

The job classification system groups work into job families. Levels within the job family reflect the nature and complexity of the work. The job families are evaluated, using the Hay Evaluation System, to link each level with a salary grade. Individual positions are allocated to the appropriate family and level based on the family concept and level descriptions.

B. Development/Modification of Job Families

- 1. The Statewide Office of Human Resources will establish a process for developing and modifying job families. The process shall include participation by HR professionals, clients and subject matter experts.
- 2. New or revised job families must be approved by the chief human resources officer.

C. Implementation

1. Timing



4. Refilling Vacancies

a. Change in Job Family/Series

The regional human resources office approves job family/s

The appeal should state the allocation change sought and may include additional information or documentation to support the appeal.

The appeal panel is appointed by the Statewide Office of Human Resources and consists of three members with one representative each from human resources, management and staff. At least one member of the panel shall be a subject matter expert. The panel will review job family and level placement and may request additional information or documentation. The determination of the appeal panel is the final exclusive remedy and is not subject to grievance

The appeal panel will meet as needed to review appeals. Participants/presenters may human resources office representative and an appropriate representative of the employee.

The Statewide Office of Human Resources will:

1. Facilitate the appeal process and provide classification expertise and staff support to the appeal panel.
2. Schedule the panel review, including an opportunity for the appellant and other participants to meet with the panel.
3. Provide written notice of the outcome to the appellant and regional human resources office.

availability of funding and the review and approval of the regional human resources office.

6. Salary placement will be at the minimum of the new grade or at the step which provides a 5 percent increase, whichever is greater. No increase will exceed the last step of the new grade.

(02-07-16)

#### **R04.05.040. Salary Structures.**

Salary schedules are established for all positions in the university. Each schedule is guided by regulation covering salary placement on initial appointment and salary movements.

(08-18-95)

#### **R04.05.041. Officers of the University and Senior Administrators**

The president will designate those positions to be placed in the officers of the university and senior administrators categories. Appointments to these positions will not be for greater than one

The Statewide Office of Human Resources, in coordination with each campus, will prepare an annual report of initial hire placement, current salary and salary increases, for all employees paid on the officer and senior administrator schedules. The president will be responsible for monitoring and ensuring consistent application of placement and movement rules. Periodically, the Board of Regents will be provided this information.

##### **A. Placement**

1. The title of the appointment and the base year salary will be recommended by the chancellor and approved by the president. The president will determine the base salary for officers and senior administrators.

Appointment and salary will be based on the duties and responsibilities of the prevailing market conditions as indicated by annual surveys of salaries appropriate to the position.

- 2.

##### **B. Transfer or Return to Previous Position**

Officers and senior administrators who are transferred to another position by the president will be paid at their current pay rate for a period of three months from the date of the notice of transfer.

Following the notification period, officers and senior administrators who transfer to a staff or faculty position will be paid in accordance with applicable placement policy and regulation.

Officers and senior administrators who return to their previous position will be paid a rate determined by reversing the methodology used to calculate the pay increase received when they were originally placed in the officer or senior administrator category. Such employees will also have their salary adjusted to correlate with any reduction in hours or length of their yearly contract.

C. Salary Movement

Salary increases or bonuses may be used for promotion, retention offers, internal equity and market adjustments, or extraordinary performance.

All salary increases and bonuses require the approval of the president.

(03-13-15)

**R04.05.042. Faculty.**

A. Placement

The initial rank, type of appointment, and base academic year salary will be established by the appropriate chancellor. Rank, appointment, and salary will be based on the needs of the institution, the faculty member's education and experience, and prevailing market conditions as indicated by annual surveys of faculty salaries from sources appropriate to the hiring department or program which will include, but not be limited to, the American Association of University Professors (AAUP), Oklahoma State University (OSU), and the College and University Personnel Association (CUPA).

Initial appointments at salaries above the maximum of the salary range of a faculty rank require the approval of the chancellor and notification to the president.

Minimum salaries for non-represented professor, associate professor, assistant professor, instructor, and lecturer will be reviewed annually. The president will be responsible for monitoring and ensuring consistent application of regular non-represented faculty compensation. Minimum salaries for represented faculty are established by respective collective bargaining agreements. Changes will be approved by the Board of Regents.

B. Movement

Increases in the base academic year salaries of faculty occur in the following ways:

1. Discretionary Salary Increases

Each year the chancellors will set aside and distribute a fund for discretionary salary increases which will, at a minimum, equal 1 percent of the approximate cumulative value of regular faculty salaries from the previous fiscal year.

Salary increases from this fund will be used for promotion, retention offers, equity salary adjustments, and extraordinary performance far beyond the expectations required for an annual salary increase.

Procedures for the determination of discretionary salary increases must involve

1. Summer Appointment: Summer appointments may be made for summer session instruction or other activities.
  - a. Summer Session Instructional Assignments: Summer session instructional programs are intended to be provided on a self-support basis. Salary provided to regular faculty with an academic year appointment for summer session instruction may range from a minimum rate set by the temporary faculty salary structure to a maximum rate set proportional to a faculty member's base academic year salary, depending on the needs of the summer session program.
  - b. Other Summer Assignments (Contract Extensions): Faculty holding an academic year appointment and employed in the summer for other than instructional purposes may receive up to one-ninth (1/9) of the academic base salary for each month of full-time service outside the academic year. In some cases, if the granting agency approves and the faculty member takes no time off, an equivalent to 3 months of the base academic year salary may be paid. In no case will payments exceed one-third of the base academic year salary.
2. Overload Appointment: Overloads are additional and separate work assignments during the base academic year appointment. Faculty who accept overload assignments will continue to be held fully accountable for base academic year responsibilities. Overloads may be granted as follows:
  - a. Instructional Overload Assignments: Consist of additional instructional assignments in programs external to the base academic year appointment. Such instruction will constitute an assignment above that of a full-time academic year assignment and there will be no opportunity in subsequent semesters for an adjustment in the faculty member's academic year appointment.
  - b. Other Overload Assignments: Consist of non-instructional activities or services required for short periods of time within an academic year. The additional workload is granted when no feasible alternative means can be found for absorbing the work into a regular full-time assignment.

(02-07-16)

Temporary noncredit hour instruction salary will be negotiated based on the needs of the institution, the faculty member's education and experience, and prevailing market conditions or assigned through an appropriate salary schedule or formula approved by the chancellor.

2. Movement

Credit hour instruction salary will be increased as defined by the pay levels of the





Proper documentation is required by the department and must be approved by the MAU human resources office prior to initiating the action. Acting assignments

6.      Reclassification

Job reclassification which results in a change of salary grade will be administered as follows:

For Upgrades:

- a.      A reclassification for exempt or nonexempt staff whose current salary does not exceed the last step of the new grade will result in a salary increase. Reclassified staff receive a five percent increase (5 steps) or placement at the beginning of the new grade, whichever increase is greater.
- b.      A greater than five percent increase may be granted to address exceptional circumstances such as internal equity/ alignment, exceptional qualifications, or external recruiting issues. Such increases are subject to the availability of funding and require prior approval of the president or designee, based on the recommendations of the appropriate chancellor and the Statewide Office of Human Resources.
- c.      No increase will exceed the last step of the new grade.

For Downgrades: A downgrade will not result in a salary increase.

- a.      The employee will be moved down to the closest step of the new grade that is less than or equal to the current salary.
- b.      If the current salary is beyond the grade maximum, the employee will be placed at the grade maximum.

which the employee demoted. Such conditions shall be defined in the appointment letter. Additionally, reclassification activity for the position will not occur for six months following the effective date of the voluntary demotion.

- c. A non-voluntary demotion for exempt and nonexempt staff based on inability to perform a job will result in a salary decrease. Placement will be at the maximum of the new grade or to the step in the new grade which is closest to but does not exceed a 10 percent decrease, whichever decrease is greater.

#### C. Salary Schedule Review

Annually, the Board of Regents will review the staff salary schedule. Annual adjustments will be applied to the staff salary schedule, subject to funding availability, based on applicable internal and external factors, including consideration of the Consumer Price Index (CPI) as reported by the Alaska Department of Labor and Workforce Development.

(05-13-10)

### **R04.05.044. Temporary Exempt and Nonexempt Staff, and Student Employees**

#### A. Temporary Staff

Temporary employees are not eligible for annual system-wide cost of living adjustments or annual system-wide in-grade step movements.

Specific federal or state funded employment programs may require or prohibit certain benefits for the duration of a temporary employee contract. Under these circumstances, appropriate regulation may be waived by written approval of the university president. A copy of the waiver will be provided to the System Office of Human Resources.

##### 1. Placement

- a. Temporary hires and extended temporary employees, excluding students in student designated jobs and part-time faculty, are normally paid an hourly pay step contained in the appropriate staff salary schedule maintained by University of Alaska Human Resources and as specified by regulation.
- b. Salary step placement of temporary or extended temporary employees will not be used as a basis for step placement in a term-funded or regular job.

- 2. Initial hire rate into a new or different temporary position will typically be at the minimum rate in the assigned grade level. Departments may make offers without UA HR approval. Quarterly, UA HR will audit offers at step zero of the grade and may require departments to provide justification/documentation for those offers.

Exceptions to compensation placement should be considered only in cases of exceptional qualifications of the selected candidate, lack of other qualified candidates, or equity and alignment with placements of similar staff within the unit.

(03-26-23)

B. Student Employees

Placement and movement for student employees will be established in the student employment regulation.

(06-20-97)

**R04.05.050. Performance Bonus**

The president or such person(s) as the president may designate may establish, from available resources, funds to be distributed as bonuses to meritorious employees in extraordinary circumstances, including those employees whose current pay is beyond the end of the salary schedule. Distribution of bonuses will be made in accordance with procedures established by the president or the president's designee(s).

(06-20-97)

**R04.05.060. Geographic Salary Differentials**

Geographic salary differentials in the university are based on State of Alaska geographic differentials study. The rates are as follows (- = Base):

Aleutian Islands/Adak/Sand Point	27
Anchorage/Girdwood/Chugiak/Eagle River	-
Aniak/McGrath/Galena	30
Barrow/Kotzebue	42
Bethel	38
Bristol Bay/Dillingham	27
Cordova/Glenallen/Cooper Center	11
Delta Junction/Tok	16
Fairbanks	-
Ft. Yukon	42
Juneau	-
Kenai/Soldotna/Homer	-
Ketchikan	-
Kodiak	9
Nenana	20
Nome	34
Palmer/Wasilla	-
Seward	-
Sitka/Angoon	-
Skagway/Haines	5
Valdez	11
Yakutat	5

The president will adjust the listings as necessary. An employee whose differential would be reduced in implementing a change in geographic differentials will not have a reduction in rate of pay.

(02-07-16)

**R04.05.070. Shift Differentials.**

The university recognizes that nonexempt employees who may be required to perform their work assignments during non-regular hours may merit additional compensation. The university will apply a premium shift differential under the following circumstances:

- A. Nonexempt employees, including those in regular and temporary positions, working in continuous operations which must be staffed on a 24-hour a day basis, are eligible for premium shift differential pay.
- B. Premium shift differential pay is paid to employees whose normal work assignment begins between 4:00 p.m. and 5:50 a.m. All other assignment periods are considered to be part of a regular shift.
- C. Premium shift differential pay is 105 percent of the base rate.

(06-03-94)

**R04.05.080. Responsibility for Plan Documentation**

The Statewide Office of Human Resources (SWOHR) will be responsible for maintaining all master plan and summary plan documents relating to the compensation and benefit programs of the University of Alaska. Questions concerning the accuracy and/or currency of a document should be addressed to SWOHR. In all cases the documents retained by SWOHR will govern in all disputes. Updated documents will be distributed periodically.

(06-03-94)

**R04.05.090. Educational Attainment Incentive Pay.**

awarded retroactively. Employees are limited to receiving one educational incentive pay increase per fiscal year.

1. This incentive/recognition is separate from in-grade salary adjustments for sustained outstanding job performance.
2. An employee who received a combination of a certificate and degree or degrees in the same 12-month period will be eligible for the higher of the two not both.

C. Eligible Programs

Eligible employees may receive a permanent adjustment to their base pay as follows:

Educational attainment will be recognized by an increase to the employees pay according to the following scale:

1-year certificate*	1 step
	2 steps
Bachelor	4 steps
Graduate Degree	5 steps

\*Includes Occupational Endorsements Certificates (OECs), Undergraduate Certificates, and Post Baccalaureate Certificates from accredited institutions of higher education.

D.

2. Requests for educational incentive pay may be approved anytime during the academic year, but they should be submitted to the employee's supervisor and UA HR within three months of the date of the degree or 1 year certificate is completed. The effective date for the new rate of pay will be the first available payroll run after submission to UA HR. Educational Attainment Incentive pay increases are not retroactive.
3. Department will be responsible for funding educational attainment incentive pay adjustments made to employees within their respective departments/units.
4. A copy of the college or university transcript indicating the degree completed, the certificate, or the license will be submitted with the request for pay increase.
5. A copy of all approved documents will be placed in the employee's official personnel file. (04-05-23)