

Policy

SALARY ADMINISTRATION POLICY
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DCB.702

Policy

The objectives of this salary administration policy are to provide an equitable and unbiased means of compensating all employees, to enhance the recruitment and retention of qualified faculty and staff, and to promote excellence in the performance of all personnel. Additionally, this salary administration policy aims to:

- Acknowledge the basic financial needs of all employees.
- Recognize different performance levels among employees.
- Be responsive to internal inequities.
- Be responsive to market influences.

Those involved in the salary administration process will strive to make decisions fairly and to use the institution's limited resources most effectively.

Methods and Guidelines

The following are principles considered when making salary adjustment decisions:

- Staff salary decisions will be made in accordance with section five of the North Dakota State University System Human Resource Policy Manual.
- The ability to make salary adjustment decisions at the campus level depends on legislative action and SBHE guidelines. In some years, the decision-makers will have little or no ability to exercise discretion with salary allocation.
- When increases are mandated by legislation and the distribution is made in accordance with guidelines established by the SBHE.
- Equity adjustments shall be based on documented internal inequities that cannot be explained by differences in qualifications, experience, or performance.
- Market adjustments shall be documented and based on appropriate local or state wage and salary survey data. High turnover or inability to recruit for the position can also support adjustments.

Benefited employees who have not completed their initial probationary period by the beginning of a new fiscal year are not entitled to standard salary adjustments. However, upon completion of a satisfactory evaluation at the close of the probationary period, the employee may receive an adjustment. The Campus Dean communicates relevant information from the North Dakota Legislature and the SBHE.

- The Staff Senate and Faculty Senate salary committees will make recommendations to their respective Senate. The Senate recommendations are provided to the College Council and the Campus Dean.

Process or Other Salary Adjustments

Other salary adjustments include degree and responsibility changes that are properly documented and approved by the Campus Dean.

- Adjustments may be granted for obtaining a master or doctoral degree. The amount will be added to the base in the subsequent employment contract. The amount will be pro-rated in the current employment contract based on the date of completion of the advanced degree.
- Responsibility adjustments can be given based on substantial, documented reassignments or changes in the duties/responsibilities assigned to a position. Documentation for the adjustment must include a revised position description and changes in the job band.

Process for Impartial Review of Salary Adjustment Decisions

An employee who thinks the decision concerning their salary is inappropriate may request a review with their supervisor and human resources.