Salary Offers

Purpose

Provide guidelines for making salary offers.

Policy

The salary offered must be consistent with the current salary range for any classified position or the budgeted salary for any A/P position. Handbook of Operating Procedures, Chapter 3, Section 3.1.7.

Procedures

1. The hiring official, upon completion of the recruitment process, submits a written salary recommendation to HRS for approval prior to making any verbal or written offer to the selected candidate. The approval process is as follows:
   - Hiring officials may recommend a starting salary up to 10% above the minimum pay rate for classified staff positions or the budgeted amount for Administrative & Professional (A/P) positions.
   - Salary recommendations from 10.1% to 20% above the minimum/budgeted amount require additional approvals from the Manager/Director, Chair, Dean and respective Vice President and/or Provost.
   - Salary recommendations in excess of 20% above the minimum or budgeted amount base salary for a position will be reviewed and approved by the Director of Human Resource Services, the respective Vice-President, the Vice President for Business Affairs, and the Office of the President.
2. The Human Resource Services Department will examine all pay decisions to insure compliance with all Federal and State laws, and University policy.
3. All employees must be paid the minimum salary for their respective position. (Comp Policies Rev April 05 In establishing hiring rates, consideration will be given to:
   - Where the proposed salary falls in the range.
   - Its relationship to the salaries of other similarly qualified and/or experienced employees in the job or department (internal equity).
   - The prospective employee’s experience and individual qualifications.
   - Total compensation associated with the position.
   - Any external market factors influencing the rate of pay.
   - The University's immediate hiring needs.
   - Competitive recruiting conditions.
4. A copy of the following materials should be given to the HR Employment Manager/Compensation Analyst to assist in determining the new hire compensation.
   - The prospective employee’s resume.
   - Current salary and detailed information on current bonuses, benefits, and perks that the candidate is currently receiving at their current place of employment.
   - Written justification for the proposed salary.
   - Any other form of documentation that will aid in the decision making process.
5. Once the salary offer recommendation has been determined, an offer letter will be written with the recommended salary and sent to the Hiring Manager. The hiring Director/Manager may extend the job offer to the new employee and then initiate the hiring process.
   - Start date and orientation date will be determined and confirmed with the HR Representative.
   - Offer letter is given to the employee along with a Criminal Background Check form, Orientation letter, and New Hire Information Sheet (when applicable). Employee will return documents to HR to complete employee documents.
   - When HR receives information, initial appointment will be entered in BIS. Hiring department may enter appointment information once employees information is entered.
6. Before any salary commitment is made to a prospective employee, the position to be filled must be properly authorized, described, and classified. No offer of employment may be extended unless it has been reviewed and approved by HRS.
Applicability

All staff being hired through University Pay Plan.

Responsible Party

Director, Human Resource Services

Last updated: December 1, 2006