

Commission on Staff Policies and Affairs
Resolution Number: 2007-08A
Compensation and Merit Pay Policies for University Staff
Under Higher Education Restructuring

Approved by the Commission on Staff Policies and Affairs:	April 01, 2008
First reading by University Council:	April 21, 2008
Second reading by University Council	May 5, 2008
Approved by University Council:	(Date)
Approved by the President:	(Date)
Approved by the Board of Visitors:	(Date)
Effective Date:	(Date)

WHEREAS, the higher education restructuring act provided level 3 institutions with an opportunity to develop a new human resources system for university staff, the designation of non-faculty employees hired on or after July 1, 2006; and

WHEREAS, the Management Agreement between the university and the Commonwealth authorizes the President to adopt and implement human resources systems for university employees that are consistent with the Management Agreement, and any other human resources policies adopted by the Department of Human Resource Management or the Board of Visitors for university personnel; and the Agreement stipulates that the Board approves any major changes to compensation and benefits plans, and severance policies for those university employees not covered by the Personnel Act before those changes become effective; and

WHEREAS, the university's 2006-2012 Strategic Plan Update includes implementation of compensation strategies for staff that address the university's goals relative to appropriate market data, annual investments in staff compensation to ensure that competitive market compensation is achieved, and implementation of incentive and recognition programs; and

WHEREAS, the University established a process that provided for broad input from staff employees and their supervisors in the design of the new human resources system; and the recommended policies address the most significant findings from these efforts; and

WHEREAS, with the approval of these policies effective October 1, 2008, the University will commence the 90 day enrollment period during which classified staff may elect to participate in and be governed by the human resources programs established for University staff; and the new Human Resources System for university staff will be implemented on January 1, 2009.

THEREFORE BE IT RESOLVED, that the proposed compensation policies for university staff to be implemented January 1, 2009, as described in this resolution, be forwarded to the President and Board of Visitors.

Proposed policies:

VERSION 1 – If CAPFA Resolution 2007-08B passes -

The current benefits, salary and job classification structure will be adopted for university staff, with the exception that the salary and job classification structure will not be applicable to employees in those senior level professional and managerial staff positions which will be converted to administrative and professional faculty under a CAPFA Resolution. [The expanded definition for Administrative and Professional Faculty is addressed by separate resolution submitted by CAPFA in April 2008.]

VERSION 2 – If CAPFA Resolution 2007-08B does not pass –

The current benefits, salary, and job classification structure will be adopted for university staff.

The university will adopt the current salary administration philosophy for university staff, and will establish parameters and appropriate levels of approval for salary adjustments.

A merit pay policy that allows for differentiation in pay increases based on individual performance will be established, and will be administered in accordance with the Compensation Plan for University Staff to be approved by the Board of Visitors annually.

BE IT FURTHER RESOLVED, that the authority for approval of personnel decisions affecting university staff, including appointments and compensation, be delegated by the Board of Visitors to the President or his/her designee in accordance with applicable university policies guiding such actions.