

**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 1, 2008)
First reading by University Council:	(Date)
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:**

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.]

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.

The current employee awards and recognition policy approved by the Board on August 25, 2003 be amended to increase award amounts for university staff from a maximum of \$2,000 up to a maximum of 10% of salary or \$5,000.

**BE IT FURTHER RESOLVED**, that the authority for approval of personnel decisions affecting university staff, including appointments and compensation, be delegated to the university administration in accordance with university policies guiding such actions.