


<p><b>CAMPUS POLICY</b></p>  <p><b>UNIVERSITY OF COLORADO at COLORADO SPRINGS</b></p>	<p><b>POLICY NUMBER:</b> 300-001</p>	<p><b>PAGE NUMBER:</b> 1 of 6</p>
	<p><b>CHAPTER:</b> 300 Human Resources</p>	
	<p><b>SUBJECT:</b> Classified Staff Compensation Policy</p>	
	<p><b>EFFECTIVE DATE:</b> March 3, 2008</p>	
<p>OPR: AVCAF and Human Resources</p> <p>VC: VCAF</p>	<p><b>SUPERSESION:</b> January 18, 2005, April 1, 2003</p> <p><b>APPROVED:</b> by Pamela Shockley-Zalabak, Chancellor, on March 3, 2008.</p>	

## I. POLICY

- A. The Department of Personnel has established procedures governing compensation for the state personnel system. Every classified employee shall be compensated within the pay grade assigned to a class. Within the salary range assigned to each pay grade, appointing authorities are responsible for establishing the appropriate pay rate for each employee. Compensation practices shall provide for equitable and fair treatment of similarly situated employees. The compensation policy is designed to establish procedures for setting salary levels, and requesting discretionary and/or premium pay.

## II. AUTHORITY FOR CAMPUS POLICIES

Authority for the creation of campus administrative policies is found in the *Laws of the Regents*, 1990, Article 3 Section B.8, which states:

The chancellor of the University of Colorado at Colorado Springs shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of the Colorado Springs campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, the Board, and as may be delegated by the president.

## III. PURPOSE

- A. The Colorado Constitution, state law, State Personnel rules and department policy guide how pay is determined for classified employees.
- B. The State Personnel Board adopts rules and the State Personnel Director adopts administrative procedures (also known as rules – they are formally known as director’s procedures) that apply to the Colorado state personnel system on topics such as compensation, selection and status, leave, performance management, corrective and disciplinary actions.
- C. By law, employees covered by the state personnel system are to be compensated with salaries and other benefits comparable to those found in the public and private labor markets. State law provides that the State personnel director shall conduct annual surveys of the competitive labor market to determine comparable salary and benefits levels.

CHAPTER: 300 Human Resources	SUBJECT: Classified Staff Compensation Policy	POLICY: 300-001	EFFECTIVE: March 3, 2008	PAGE: Page 2 of 2
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- D. The provisions of this policy must comply with the State of Colorado’s Department of Personnel, 4 CCR 801 Personnel Board Rules and Personnel Director’s Administrative Procedures. In the event that there is a conflict between this policy and above referenced state rules, the Personnel Board Rules and Personnel Director’s Administrative Procedures will prevail.

#### IV. DEFINITIONS

- A. Call-Back: applies when an eligible employee is required to report to work before the start or after the end of a scheduled shift.
- B. Discretionary Pay Differentials: The State Personnel Board Rules and Director’s Procedures provide guidelines for several types of discretionary pay available to classified employees, and for those types of premium pay, in addition to overtime, that are potentially available to classified employees.
- C. Downward Movement (Demotions): A downward movement occurs any time an appointment for a current employee is made to a new class at a lower grade, based on a comparison of the salary range maximums of the classes involved. Downward movements are grouped into categories.
- D. Entry Salaries: The appointing authority shall determine the pay rate within the pay grade for a new employee, including one returning after resignation, which is typically the grade salary range minimum unless recruitment difficulty or other unusual conditions exist.
- E. Lateral Movement Guidelines: appointment of a qualified employee to a different position in the same class or with the same grade maximum. The salary for an employee on a lateral movement (transfer) is typically set at the employee’s current base salary.
- F. On-Call: is additional pay beyond base pay for employees specifically assigned, in advance, to be accessible outside of normal work hours and where freedom of movement and use of personal time is significantly restricted. Eligible classes and the rate are published in the annual compensation plan.
- G. Overtime Compensation: All employees are covered by the Fair Labor Standards Act (FLSA). Under FLSA, the state is considered to be a single employer. Employees cannot waive their rights under FLSA. Overtime for non-exempt employees shall be approved in accordance with this policy. In general, for an eligible employee, overtime is paid at one and one-half times the employee’s pay rate for hours worked in excess of 40 hours per week. Please contact the Human Resources Department for any specific questions on overtime regulations and how they are applied to classified staff.
- H. Pay Plans: The heart of the compensation system is the pay plans—a listing of all pay grades and their corresponding ranges for occupational groups. Most employees are covered by a

CHAPTER: 300 Human Resources	SUBJECT: Classified Staff Compensation Policy	POLICY: 300-001	EFFECTIVE: March 3, 2008	PAGE: Page 3 of 3
---------------------------------	--	--------------------	-----------------------------	-------------------------

pay plan that uses a series of grades. A grade indicates a unique range of salaries with a minimum and maximum. In any case, each class of work identified within the state personnel system is assigned to a grade in the appropriate pay plan. This means that any other employee within the state personnel system whose job is placed in the same class and grade will be paid within the same range. Movement through the range is generally based on performance.

- I. Premium Pay: The State Personnel Board Rules and Director's Procedures provide guidelines for the several types of premium pay available to classified employees. In general, approval must be obtained before premium pay begins.
  - J. Shift Differential: This is additional pay beyond base pay for employees working shifts. Eligible classes for shift differential are published in the annual compensation plan.
  - K. Upward Movement Guidelines: Promotions and Reallocations. An upward movement is an appointment to a class in a higher grade, based on comparison of the **salary range** maximums of the classes involved. An example of an upward movement is when a position held by an employee is allocated upward and the employee is promoted to the higher class after an examination. Another example is when an employee successfully competes for a vacant position in a higher class. Either way, promotions in the state personnel system are always the result of some type of examination process.
- V. PROCEDURES:
- A. Entry Salaries.
    - 1. Due to continued tight labor market conditions, departments are encouraged to hire new permanent or temporary classified staff at up to 5% above the minimum **end** of the pay range.
    - 2. Requests to hire at a salary that exceeds this rate must be in writing, approved by the appropriate Vice chancellor or associate vice chancellor, and submitted to the **Human Resources** Department prior to the salary offer being made.
    - 3. The typical requests for higher salary rates are due to situations such as:
      - a. Extensive or unique advertising required to fill position
      - b. Fewer than 3 qualified applicants
      - c. Unusual market conditions
      - d. Candidate with special skills hired
      - e. Candidate's salary history higher than norm
      - f. Equity within department
      - g. Mission-critical or unique work assignment
      - h. Retention or turnover issues
    - 4. In such situations, the department may also consider the use of a non-base building signing award at its discretion, and in accordance with its established plan.
  - B. Upward Movement Procedures.

CHAPTER: 300 Human Resources	SUBJECT: Classified Staff Compensation Policy	POLICY: 300-001	EFFECTIVE: March 3, 2008	PAGE: Page 4 of 4
---------------------------------	--	--------------------	-----------------------------	-------------------------

1. The employee's proposed base salary must fall within the range for the new class, typically at a rate not less than 10% or more than 12.5% above the current base salary.
  2. It may be any rate that is no less than the current base pay rate and no more than the maximum established by procedure.
  3. If an employee's current base salary is below the maximum of the new pay grade, an upward movement can result in an increase of up to 12.5% of the current base pay (as long as it does not exceed the grade maximum).
  4. Requests to promote at a salary that exceeds this rate must be in writing, approved by the appropriate Vice chancellor or associate vice chancellor, and submitted to the Human Resources Department prior to the salary offer being made.
- C. Downward Movement (demotions) Procedures. As specific rules apply based on the reason for the demotion, departments must work directly with the Human Resources Department in establishing the appropriate salary level.
- D. Lateral Movement Guidelines - (Transfers) - The salary for an employee on a lateral movement (transfer) is typically set at the employee's current base salary.
- E. Discretionary Pay Differentials-The State Personnel Board Rules and Director's Procedures provide guidelines for several types of discretionary pay available to classified employees, and for those types of premium pay, in addition to overtime, that are potentially available to classified employees.
1. UCCS Human Resources may create and update a form that shall be used by all appointing authorities wishing to adjust an employees pay as defined under Chapter 3 of the State of Colorado's Department of Personnel, Personnel Board Rules and Personnel Director's Administrative Procedures. These rules provide specific guidance for the types of discretionary pay available.
  2. In addition to the employees name and department, the form must include a description of the effective date of the request, the type of pay differential requested, requested amount, duration of requested amount (temporary or continuing), justification for the amount and any supporting documentation as may be required under board rule, and signatures of the immediate supervisor, appointing authority, and either the associate vice chancellor or vice chancellor responsible for the area. The chancellor's signature is only required for those requests where the classified employee is a direct report to a Vice chancellor , a direct report of the Chancellor, or to the Chancellor.
  3. Absent the availability of a form, the above information is to be presented on department letter head to the Human Resources Office with the accompanying Personnel Adjustment Form (PAF).
  4. For temporary pay differentials due to the assignment of additional duties, a letter must be given to the classified employee outlining the duration of the appointment, the additional duties assigned, the amount of the pay differential and the begin and end dates of the differential.

CHAPTER: 300 Human Resources	SUBJECT: Classified Staff Compensation Policy	POLICY: 300-001	EFFECTIVE: March 3, 2008	PAGE: Page 5 of 5
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#### F. Overtime Pay

1. All full-time employees work a minimum of 40 hours during a standard work week (168 consecutive hours in seven consecutive days). Appointing authorities may adopt different work periods for law enforcement and health care employees as permitted by federal law.
2. Compensatory time in lieu of monetary payment is allowed. Appointing authorities must have the UCCS Compensatory Time Agreement in place prior to assigning overtime in order for the compensatory time to be applied. The signed agreement is to be sent to the Human Resources Office with a copy retained in the hiring department.
3. For employee's eligible for overtime, all overtime must be approved in advance and in writing by the classified employee's appointing authority. Appointing authorities may delegate overtime approval to classified supervisors in which case the overtime may be approved in writing by the classified employee's direct supervisor.
4. The approval must include the number of overtime hours approved and the reason for the overtime.
5. This written approval must be attached to the classified employee's time reporting sheet and turned into the supervisor at the end of the payroll cycle.
6. Unauthorized overtime work is prohibited by this policy. However, prohibition of unauthorized overtime does not avoid the requirement to pay if it is actually worked. Corrective or disciplinary action may be taken with the employee. Appointing authorities are to contact Human Resources for assistance in these situations.

#### G. Shift Differential

1. Shift differential does not apply to any periods of paid leave.
2. Second rate shift applies when half or more of the scheduled work hours fall between 4:00 p.m. and 11:00 p.m.
3. Third shift rate applies when half or more of the scheduled work hours fall between 11:00 p.m. and 6:00 a.m.
4. If hours are evenly split between shifts, the higher shift differential rate applies to all hours worked during the shift.
5. Shift differential hours are to be tracked by the hiring department, documented on the employee's time sheet, and retained in the department for review by Human Resources or University auditors.

#### H. On-Call and Call-Back

1. An appointing authority must pay on-call pay to individuals in positions that are published as eligible for on-call pay.
  - a. Only time while actually on call shall be paid at the special rate. In call back situations, employees eligible for both on call and call back pay shall receive call back pay only.
  - b. On-Call hours are to be tracked by the hiring department, documented on the employee's time sheet and retained in the department for review by Human Resources or University auditors.

CHAPTER: 300 Human Resources	SUBJECT: Classified Staff Compensation Policy	POLICY: 300-001	EFFECTIVE: March 3, 2008	PAGE: Page 6 of 6
---------------------------------	--	--------------------	-----------------------------	-------------------------

2. Call Back pay applies when an eligible employee is required to report to work before the start or after the end of a scheduled shift.
  - a. If there is no release from work between the call back hours and regular shift, it is considered a continuation of the shift and call back does not apply.
  - b. Unless otherwise stated in State Personnel Board Rules and Director's Procedures or in the annual compensation plan, the call back rate is \$2.00 per hours.
  - c. When call back applies, a minimum of two hours pay is guaranteed. Eligible employees are those who are eligible for overtime, and any call back time is counted as work time.
  - d. Call Back hours are to be tracked by the hiring department, documented on the employee's time sheet and retained in the department for review by Human Resources or University auditors.

VI. RESPONSIBILITY:

The Human Resources Department is responsible for ensuring compliance with and implementing the provisions of this policy.

All supervisors of classified staff are responsible for complying with the provisions of this policy.

VII. HISTORY:

Established April 3, 2003

Revised January 18, 2005

Rescinded October 10, 2007

Provisional Approval of revised policy October 10, 2007

VIII. ATTACHMENTS:

[State Personnel Board Rules and Directors Procedures Chapter 3](#)

Colorado Revised Statute 24-50-104

[Compensatory Time Agreement](#)