

Salary Step Increase Schedules for Administrators

EDUCATION:	YEARS	LEVEL A		LEVEL B-F	
	COMPLETED	STEPS	CODE	STEPS	CODE
		0		0	
College	1-3	1		0	
College	3+	2		0	
Bachelors		3		1	
Bachelors	+15 hours	4		2	
Masters		5		3	
Masters	+30 hours			4	
Doctorate				5	

EXPERIENCE:	YEARS	LEVEL A		LEVEL B-F	
		STEPS	CODE	STEPS	CODE
	0	0	A	0	A
	1	0	B	0	B
	2	0	C	0	C
	3	1	A	1	A
	4	1	B	1	B
	5	1	C	1	C
	6	2	A	2	A
	7	2	B	2	B
	8	2	C	2	C
	9	3	A	3	A
	10	3	B	3	B
	11	3	C	3	C
	12	4	A	4	A
	13	4	B	4	B
	14	4	C	4	C
	15	5	M	5	M
	+	5	M	5	M

Experience is related to both the number of years at EMU and the years of experience obtained elsewhere which relates to the current job at EMU.

A discretionary step is the result of a supervisor distinguishing the need to add a step based on the following discretionary factors:

- *market availability of the particular skills needed*
- *prevailing wage for those with the particular skills needed*
- *added work load/responsibilities*
- *outstanding performance/service*
- *exceptional, non-quantifiable qualifications*

The following procedure will be followed in order to activate and process a request for a discretionary step:

- *the supervisor/director can initiate the request for a step by making a recommendation to the vice president or provost*
- *the vice president or provost should present the recommendation to the Human Resources Office by the deadline publicized annually in the budgeting process to be effective July 1 (one time per year only)*
- *the Human Resources Office will complete a "Discretionary Step Authorization" form and*
- *the president will review it for approval or disapproval*

It cannot be assumed that the step will transfer from position to position nor level to level should the employee change positions.

Salary Step Increase Schedules for Office & Physical Plant

COLLEGE EDUCATION:	YEARS COMPLETED	OFFICE STAFF STEPS CODE			PHYSICAL PLANT STEPS CODE		
		0	0			0	
	1	1			0		
	2	1			0		
	3	1			0		
	4	2			0		
	+	2			0		
EXPERIENCE:	YEARS						
	0	0	A		0	A	
	1	0	B		0	B	
	2	0	C		1	A	
	3	1	A		1	B	
	4	1	B		2	A	
	5	1	C		2	B	
	6	2	A		3	A	
	7	2	B		3	B	
	8	2	C		4	A	
	9	3	A		4	B	
	10	3	B		5	A	
	11	3	C		5	B	
	12	4	A		6	A	
	13	4	B		6	B	
	14	4	C		7	M	
	15	5	M		7	M	
	+	5	M		7	M	

Experience is related to both the number of years at EMU and the years of experience obtained elsewhere which relates to the current job at EMU.

A discretionary step is the result of a supervisor distinguishing the need to add a step based on the following discretionary factors:

- *market availability of the particular skills needed*
- *prevailing wage for those with the particular skills needed*
- *added work load/responsibilities*
- *outstanding performance/service*
- *exceptional, non-quantifiable qualifications*

The following procedure will be followed in order to activate and process a request for a discretionary step:

- *the supervisor/director can initiate the request for a step by making a recommendation to the vice president or provost*
- *the vice president or provost should present the recommendation to the Human Resources Office by the deadline publicized annually in the budget process to be effective July 1 (one time per year only)*
- *the Human Resources Office will complete a "Discretionary Step Authorization" form and*
- *the president will review it for approval or disapproval*

It cannot be assumed that the step will transfer from position to position, or level to level should the employee change positions.

Salary Schedule for Administrators

ADMINISTRATOR Salary Schedule - Indexes

	Steps								
LEVEL	0	1	2	3	4	5	6	7	
A	1.000	1.039	1.078	1.117	1.156	1.195	1.233	1.272	
B	1.205	1.253	1.300	1.348	1.395	1.443	1.491	1.538	
C	1.401	1.457	1.512	1.567	1.623	1.678	1.733	1.788	
D	1.690	1.756	1.822	1.888	1.954	2.020	2.086	2.152	
E	1.930	2.004	2.078	2.151	2.225	2.299	2.373	2.446	
*F	2.170	2.252	2.335	2.417	2.500	2.582	2.665	2.747	
	8	9	10	11	12	13	14	15	
A	1.311	1.350	1.389	1.427	1.466	1.505	1.544	1.583	
B	1.586	1.633	1.681	1.728	1.776	1.823	1.871	1.918	
C	1.844	1.899	1.954	2.010	2.065	2.120	2.176	2.231	
D	2.218	2.284	2.350	2.416	2.482	2.548	2.614	2.680	
E	2.520	2.594	2.668	2.741	2.815	2.889	2.963	3.036	
*F	2.830	2.912	2.995	3.077	3.160	3.242	3.325	3.407	

Provisions:

1. Steps 0-15 are increases based on experience, skill, service, and job relation.
2. Level A-F are determined by Human Resources and the department.
3. A full-time (12 months) salary is determined by multiplying the above level-step index times the established base. Salaries for less than full-time persons are classified by level-step and are determined proportionately to load.

Salary Schedules for Office & Physical Plant

OFFICE Personnel Grade Classification and Wage Schedule - Factors

	STEPS										
LEVEL	0	1	2	3	4	5	6	7	8	9	10
A	1.000	1.027	1.056	1.086	1.116	1.147	1.180	1.213	1.247	1.282	1.318
B	1.095	1.127	1.160	1.192	1.226	1.262	1.299	1.336	1.374	1.412	1.452
C	1.202	1.236	1.271	1.308	1.345	1.382	1.422	1.461	1.502	1.544	1.587
D	1.318	1.356	1.396	1.435	1.476	1.517	1.561	1.604	1.648	1.694	1.741
E	1.447	1.488	1.532	1.576	1.619	1.666	1.712	1.760	1.808	1.857	1.907
F	1.588	1.634	1.682	1.730	1.779	1.829	1.881	1.933	1.986	2.041	2.095

PHYSICAL PLANT Personnel Classification and Wage Schedule - Factors

	STEPS										
LEVEL	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
A	1.020	1.048	1.077	1.108	1.138	1.170	1.204	1.237	1.272	1.308	1.344
B	1.166	1.200	1.233	1.268	1.304	1.340	1.379	1.417	1.457	1.497	1.539
C	1.376	1.414	1.454	1.494	1.537	1.580	1.623	1.668	1.715	1.761	1.809
D	1.576	1.620	1.666	1.714	1.761	1.809	1.860	1.911	1.962	2.016	2.069
E	1.822	1.875	1.930	1.983	2.040	2.097	2.155	2.213	2.273	2.333	2.396

Provisions:

1. Steps 0-7 are increases based on experience, skill, service and job relation.
2. Level A-F are determined by Human Resources and the department.
3. A full-time (2,080 hours) salary is determined by multiplying the above level-step index times the established base. Salaries for less than full-time persons are classified by level-step and are determined proportionately to load.