Augusta University
Policy Library

Compensation Policy for Classified Employees

Policy Manager: Human Resources

POLICY STATEMENT
This policy is intended to establish an equitable and consistent pay administration system for classified personnel (Professional, Administrative and Staff).

This policy is designed to attract and retain qualified employees, recognize differing levels of responsibility and work performance, and provide sufficient incentives to stimulate individual development and growth.

AFFECTED STAKEHOLDERS
Indicate all entities and persons within the Enterprise that are affected by this policy:

☐ Alumni ☐ Faculty ☐ Graduate Students ☐ Health Professional Students
☒ Staff ☐ Undergraduate Students ☐ Vendors/Contractors ☐ Visitors
☒ Other: This policy does NOT apply to AU Health leased employees who are governed by applicable AU Health policies and procedures, or Faculty, Administrative Officers, Residents, Postdoctoral Fellows or Students.

DEFINITIONS
Classified Titles: the position classification job titles that are used for non-faculty positions.

Pay Equity: The fairness of compensation paid by Augusta University (AU) to individual employees or groups of employees. Augusta University compensation policies are designed to assist in effectively recruiting and retaining employees through an equitable compensation structure based on performance, qualifications/credentials, skills and job requirements.

Exempt vs. Non-exempt:

- **Non-exempt employees:** Employees who are covered by or subject to the minimum wage, overtime and recordkeeping provisions of the federal Fair Labor Standards Act (FLSA).
- **Exempt employees:** Employees who are not subject to the FLSA minimum wage, overtime requirements of the law.

PROCESS & PROCEDURES

Compensation Plan

- Use of Classified Titles
    - The AU Pay Plan for Classified Position Titles is the basis for compensation assessments for non-faculty employees. All positions are assigned to a job classification. An

Alphabetical Index of Classified Job Titles, published each fiscal year, as addenda to this policy, should be consulted to determine a classification's exempt or non-exempt status and pay range.

Hiring Rate

- The hiring rate of pay for an initial appointment to a regular classified position should normally be the minimum rate for the classification except when authorized as follows:

  When the candidate selected for a position possesses job-specific qualifications that exceed the minimum qualifications for the position, consideration may be given to the additional experience and qualifications when determining the offer amount, up to the midpoint of the published pay range for the position. All offers are subject to the availability of funding and shall not exceed the maximum level of the pay grade. Decisions relative to establishing individual salaries within the pay plan should take into consideration the individual's job-specific qualifications and experience as well as internal pay equity. The Vice President of Human Resources will establish the Guidelines for Determining Pay that will serve as an addendum to this policy. The guidelines may be revised as necessary at the discretion of the Vice President of Human Resources.

Periodic Increases

- Merit increases. When funded by the legislature, may be provided to selected employees in recognition of individual performance in their positions. Merit increases are subject to salary limitations and guidelines established each fiscal year. A merit increase must be supported by a current performance evaluation.

- Promotions. When an employee is promoted to a position in a classification with a higher minimum rate of pay, the employee will normally be awarded a promotion increase equal to the minimum rate of the new classification or an increase based on years of job-specific experience as outlined in the Guidelines for Determining Pay referenced above. Determinations of the actual increase should consider relevant factors such as internal pay relationships and the individual's qualifications and experience for the position.

In accordance with the Salary Increase Administration Process Policy of the Board of Regents of the University System of Georgia, salary increases that would result in cumulative fiscal year adjustments greater than or equal to ten percent above the percentage increase authorized in the Board of Regents' annual salary wage administration policy may require approval *in advance* by the President of the University or Chancellor of the University System of Georgia as outlined in the Advanced Increase Request provision of the policy. Therefore, requests for such increases will be submitted through the appropriate above university chain of command to Human Resources and then from Human Resources to the President for approval prior to submission to the USG.

All salary increases are subject to availability of funding and *shall not* exceed the maximum of the new grade.

Transfers, Reclassification & Demotions

- Reclassifications. Upon reclassification of an employee's position to a classification with a higher minimum rate of pay, the employee will normally be awarded an increase to the minimum rate of the new classification, or an increase based on the years of job- specific experience as outlined in the Guidelines for Determining Pay. Promotion increases for reclassifications effective at the beginning of a new fiscal year may be subject to fiscal limitations established for that year. In accordance with the Salary Increase Administration Process Policy of the Board of Regents of the University System of Georgia, salary increases from a reclassification that would result in cumulative fiscal year adjustments greater than or equal to ten percent above the percentage increase authorized in the Board of Regents' annual salary wage administration policy may require approval *in advance* by the President of the University or the Chancellor of the University System of Georgia as outlined in the Advanced Increase Request provision of the policy. Therefore, requests for such increases will be submitted through the appropriate university chain of command to Human Resources and then from Human Resources to the President for approval prior to submission to the USG.

- Lateral Transfers. Upon transfer to another position in the same classification or in any classification with the same minimum rate of pay, an employee's rate of pay will normally remain the same. An employee may voluntarily accept a lower rate of pay if the new position is budgeted lower than the employee's current pay rate and no other funds are available to make up the difference. An increase to pay may be possible if the employee would have qualified for a higher rate of pay for the position had they been a new hire as described under Hiring Rate section above, and the department to which they are transferring has the funding necessary to cover the higher offer amount.

- Demotions. An employee who voluntarily transfers or is demoted for cause to a position in a classification with a lower minimum rate of pay will normally receive a demotion reduction in pay. The amount of such a reduction is determined as outlined below. In no instance will the employee's new rate of pay be less than the minimum of the new classification.

  If the employee has never been promoted, the reduction will normally be equal to the difference between the minimums of the new and previous classifications. Requests for exceptions to this requirement must be approved in writing by the appropriate Dean or Vice President, and by the VP of Human Resources or his/her designee.

  If the employee has been promoted previously, the amount of reduction will be determined by the VP of Human Resources or his/her designee upon written recommendation by departmental management. This amount will normally be proportionate to the amount of the employee's most recent promotion increase.

Special Pay Increases

- Special pay increases are salary changes outside of normal salary programs (promotions, reclassifications, merits, etc.) to remedy salary issues such as external market salary pressure in high demand skills, internal equity or salary compression, and/or retention considerations. Department heads may request a review by Human Resources and will be required to submit an In-Range Adjustment that includes a justification for any increase including specific salary offers in case of retention. The justification should consider relevant factors such as internal pay relationships and the individual's qualifications and experience.
- Increases will be capped at the pay range maximum and are subject to review and approval by department management and Human Resources and subject to funding availability as confirmed by Budget Services.
- In accordance with Policy of the Board of Regents of the University System of Georgia, special pay increases that would result in cumulative fiscal year adjustments greater than or equal to ten percent above the percentage increase authorized in the Board of Regents' annual salary wage administration policy must be approved in advance by the Chancellor of the University System of Georgia as outlined in the Advanced Increase Request provision of the policy. Therefore, requests for such increases will be submitted through the appropriate university chain of command to Human Resources and then from Human Resources to the President for approval prior to submission to the USG.
- Once approved, departments should submit an Ad Hoc Salary change transaction in OneUSG Connect, attaching the approved In-Range Adjustment to the transaction.

Administrative Adjustments

- In order to correct an administrative oversight, the Vice President of Human Resources or his/her designee may approve a corrective adjustment to an employee's rate of pay. When it is deemed to be in the best interest of the Institution, the Executive Vice President of Finance / CBO, upon recommendation of the Vice President of Human Resources, may also approve an adjustment to an employee's rate of pay.

Additional Work (Internal to the Department) – Non-Exempt Employees

- Overtime/Compensatory Time: Supervisors are expected to manage the workload of employees so that overtime work is not necessary. When circumstances arise that necessitate overtime, the supervisor must approve the use of overtime prior to the performance of any work. The supervisor must also determine the method of compensating an employee for overtime hours worked. Two options exist under the Fair Labor Standards Act:

    - Compensatory time at 1½ times each hour over 40 worked in a workweek, or
    - Overtime pay which is calculated at 1½ times the regular rate of pay for each hour over 40 in a workweek.

As an alternative and where practicable, supervisors are encouraged to schedule equivalent time off during the same workweek to preclude the requirement for overtime pay or compensatory time altogether.

When direct payment (overtime pay) is selected, the departmental management must identify the funding to cover the overtime pay prior to authorizing overtime work by an employee. Management must manage overtime costs within existing budgets.

When a department manager/supervisor selects compensatory time as the method of compensation, the following provisions shall apply:

The employing unit shall be responsible for recording any compensatory time accrued using the Augusta University Automated Time and Attendance system pursuant to the instructions provided by Payroll. The Department will use this system to record hours accrued and also record hours used. Payroll will not process payment for compensatory time not shown on the official record.

Accrued compensatory time is nontransferable. When an employee is transferring from one department to another and that employee has a balance of accrued compensatory time, every effort should be made for the employee to take all compensatory time before the effective date of the transfer. When this is not possible, an employee transferring from one department to another shall receive full payment, at the employee's regular rate of pay, for the compensatory time balance associated with the employee's time in his/her former department. This requirement will also be enforced should the employee's position be reclassified from non-exempt to exempt status. Such payout shall occur with the final paycheck from the department in which the comp time was accrued, or the final check associated with the non-exempt position. Such payout will be based on the rate of pay for the position from which the employee is transferring, not the rate of the new position. An employee terminating from Augusta University will be paid for all accrued compensatory time at the employee's regular rate. When an employee is terminating and that employee has a balance of accrued compensatory time, every effort should be made for the employee to take all compensatory time before the effective date of the termination. When this is not possible, an employee terminating shall receive full payment, at the employee's regular rate of pay, for the compensatory time balance.

The department that elects the option of compensatory time accrual will be solely responsible for payment of an employee's accrued time.

Approved compensatory time is subject to a maximum of 240 hours (160 actual hours overtime worked). Employees who have reached the compensatory time maximum must receive a cash payment for any additional overtime. Additionally, all compensatory time balances on record as of May 31 must be paid out no later than the final bi-weekly pay period in June each fiscal year. Such payment shall be the employee's regular earnings rate at the time the payment is made. Compensatory time earned in June will carry forward into the upcoming fiscal year. An employee who has accrued the maximum number of compensatory hours shall not be allowed to work any

additional overtime. The Vice President of Human Resources or his/her designee must approve any exception to this deadline in writing.

As stated in the University System of Georgia Policy on Workweek and Overtime, employees are required to use accrued compensatory time prior to using other leave (including annual). Employees with accrued comp time should request permission to use comp time with as much advance notice as possible, and the supervisor should approve the use of the comp time unless such approval would cause an undue hardship on the unit. Managers are expected to monitor the comp time of their employees to ensure it is taken in accordance with this policy.

The requirement to work overtime is a condition of employment for all non-exempt classified employees. However, employees are not authorized to work overtime, unless specifically requested by their supervisor. Patient care and pertinent support services may be authorized for overtime by a department director or administrator and therefore not be subject to the case-by-case approval requirement referenced above.

Supervisors should distribute overtime among employees qualified to perform the work in a fair and equitable manner. Where practicable, supervisors should ask for volunteers before assigning specific individuals to work overtime. Whenever an assignment of overtime is made to an employee, at least twenty-four hours advance notice should be given unless an emergency situation arises, in which case as much notice as possible should be given.

For the purpose of determining eligibility for payment of overtime or accrual of compensatory time, Augusta University will abide by the guidelines established under the Fair Labor Standards Act. Sick leave, annual leave, and holiday time are not counted as time worked for overtime computation. For payroll purposes, the workweek starts on 12:01
a.m. Sunday and ends at midnight Saturday.

Employees in exempt positions are compensated at a monthly salary amount for whatever periods of time are required to discharge their responsibilities and are not eligible for overtime pay or compensatory time.

Shift Differential

- Employees in select classifications who work half or more of their scheduled workday between 3:00 p.m. and 7:00 a.m. should receive a shift differential for each hour worked during the 3:00 p.m. to 7:00 a.m. period. The differential is only applied to hours worked and which fall between 3 p.m. and 7:00 a.m.

Weekend Premium/Differential

- Employees in select classifications whose regular work schedule includes work on Saturdays and/or Sundays should be paid a weekend differential (in addition to a shift differential when applicable) for all hours worked between 11:00 p.m. on Friday and 11:00 p.m. on Sunday.

On-Call Pay

- Non-exempt employees in designated positions who are required to be accessible and available for prompt return to work during scheduled time off shall be paid at a designated rate for each hour in on-call status. Should an employee in on-call status be called back to work, on-call pay will cease and their regular rate of pay along with any applicable shift differential and/or overtime rate will be paid. A minimum of three hours of call back pay at the employee's regular hourly rate of pay will be guaranteed to employees who are called back to work. Requests for on-call pay must originate at the department head level and require the endorsement of the appropriate Vice President or Dean, prior to submission to the Vice President of Human Resources or designee for appropriate action.

Additional Work (Internal to the Department) –Exempt Employees

Employees in exempt positions are compensated at a monthly salary amount for whatever periods of time are required to discharge their responsibilities and are not eligible for overtime pay. However, extra pay may be authorized for work performed by exempt employees in their home departments, which is not part of their regular responsibilities. Departments must submit an Additional Pay Request to Human Resources that outlines all additional duties and the requested time frame for the additional pay. The Additional Pay Request will be reviewed and authorized by the Vice President of Human Resources or his/her designee upon recommendation by departmental management and budgetary approval authorities. The Department should initiate a Request Supplemental Pay transaction in OneUSG Connect, attaching a copy of the approved Additional Pay Request to the transaction.

Extra Duty Pay (External to the Department)

- Prior to working in two different departments, classified employees should be authorized for extra duty pay as described in the Employment of Extra Duty Personnel (from Other Departments) Policy.

REFERENCES & SUPPORTING DOCUMENTS

Authorization for Extra Duty Employment

This form is used to request permission for an employee to perform work for another department. This applies when the work being requested is outside of the employee's home department.
https://www.augusta.edu/hr/university/university_compensation/documents/extraduty2016.pdf

The following supplementary compensation documents published separately and revised for each fiscal year are official addenda to the policy:

- Alphabetical Index of Classified Position Titles: https://www.augusta.edu/hr/university/university_compensation/documents/fy_22_pay_plan_08_21.pdf

- Guidelines for Determining Pay for hiring rates and other actions, which have been based on training and experience and authorized by the Vice President or Human Resources: https://www.augusta.edu/hr/university/university_compensation/documents/guidelines_for_determining_pay_04_22_21.pdf

RELATED POLICIES
Board of Regents, Human Resources Administrative Practice Manual, Salary Increase Administration Process
Employment of Extra Duty Personnel (From Other Departments) Policy

APPROVED BY:
Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 8/19/2024

President, Augusta University Date: 8/24/2024