Guidelines for Salary Adjustments and Promotional Opportunities: Non-Exempt Employees

I. **Salary Adjustments**

A. Salary Adjustments within a level for a position shall be based on several components, as listed below.

1. Individuals seeking a salary adjustment within a level on Salary Schedule E, or other non-exempt Salary Schedule, must have the following:
   
   a. Written request to the President from the individual desiring advancement; and
   
   b. Written recommendation(s) from appropriate administrator(s) and/or supervisors, with appropriate documentation; and
   
   c. Annual job performance evaluations with no major weaknesses, liabilities, or problems noted; and
   
   d. Incumbency in the position at the current salary grade for at least three years, absent unusual and extenuating circumstances documented by the appropriate administrator(s); and
   
   e. Adherence to a written Professional Development Plan, submitted to the Reviewing Supervisor as part of the process for the individual’s annual performance evaluation at least one year prior to the year in which individual seeks adjustment/promotion, which must include the following:

   i. Addition to the position of higher order compensable factors, including but not limited to addition to the position of increased supervisory responsibility;
   
   ii. Attainment of appropriate education and/or professional development which is job related and which increases the individual’s knowledge or skills germane to the position, resulting in the individual becoming more valuable in helping the organization to meet stated goals or objectives; and
   
   iii. Attainment of increased technical competence through certifications, licensing, or training which is job related and which expands the ability of the individual to perform critical job functions.

2. In addition to the above requirements, for individuals seeking a salary adjustment within a level on Salary Schedule E or other non-exempt Salary Schedule, the President may also consider the following factors:

   a. Market conditions in the area served by the institution;
   
   b. Existence of unique circumstances or situations at individual institutions, justifying advancement, including demonstration of ingenuity, creativity, etc.

B. The amount of salary adjustment for individuals on Salary Schedule E, or other non-exempt Salary Schedule, will be determined as follows:
1. The salary adjustment for Salary Schedule E employees will be based on the grade within the E schedule. Employees who receive adjustments will be moved to the next grade within the same E schedule. Employees who are at the highest grade within a specific schedule will not be eligible for a salary adjustment. Individuals on Schedule E who receive a salary adjustment will not be eligible for an additional adjustment for three years.

2. The salary adjustment for employees on other non-exempt salary schedules will be given an adjustment not to exceed 3%. The exact amount of adjustment will be based on written documentation and will be determined by the components discussed in Section A. Individuals on non-exempt salary schedules other than Schedule E who receive a salary adjustment will not be eligible for an additional adjustment for three years.

II. Promotional Opportunities

As set forth in the Athens State University Guidelines for Recruitment and Hiring, employees may be eligible to apply for an internal search identified by the President for certain open positions or may be eligible for a reorganization at the discretion of the President.

Internal Searches - As set forth in the Guidelines for Recruitment and Hiring, an internal search may be considered a viable option for filling an open position if certain circumstances exist and upon the approval of the President. Once a vacant position has been identified as an internal search, individuals within the Athens State University community will be eligible to apply. The process will follow the procedures that have been identified in the Guidelines.

Reorganizations - As set forth in the Guidelines for Recruitment and Hiring, there may be occasions where it is necessary and appropriate to expand and modify existing positions. In these cases, the University will not consider the modified position as a vacancy. Reorganizations will follow the process that has been established by the Office of Human Resources and must address the circumstances for it being considered necessary and appropriate. All reorganizations must be approved by the President.

III. Timeline for Salary Adjustments

A. Complete salary adjustment packets consisting of all the items listed in Section I must be submitted to the appropriate University Vice President by January 15.

B. Recommendations regarding salary adjustments will be submitted in writing to the President by April 15.

C. Final approval of all salary adjustments will be by the President prior to the beginning of the next academic year. The staff member will receive notification of the President’s decision at this time.

D. Nominees recommended but not receiving salary adjustments may resubmit their packet for consideration the next year. The nominee will update the materials and the appropriate administrator(s) will submit a new letter of recommendation for the adjustment adhering to the same dates and guidelines outlined.