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Salary and Title Management Plan

At initial conversion to university support staff, each employee retains the same title and pay. Within 2 to 4 years of the conversion to USS, the University will develop a new Salary and Title Management Plan, and USS salaries will be converted to the new plan without a decrease in salary to any individual employee. The new plan will be equivalent to or better than the current Civil Service compensation system. Existing job titles will be examined to determine how those titles or new titles should be developed to support a new salary plan. Updated position descriptions will serve as the basis for establishing job groups.

The existing salary grade and step matrix will be used as a framework for salary and title management for current employees, new hires, transfers, promotions, demotions, and employees who return with employee preference until the new system is defined and implemented as follows:

1. A **current employee** or **former USS employee with employee preference** who is **promoted** (new position is on higher pay grade) must receive an increase.
2. A **current employee** or **former USS employee with employee preference** who is **transferred** (new position is on the same pay grade) will keep the same salary.
3. A **current employee** who is **demoted** must receive a decrease in pay unless the appropriate Vice President or Department Head (President's Division) determines that it is in the best interest of PSU for the employee to keep the same salary.
4. A **new employee** or **former USS employee** will start on the first step for the pay grade unless the appropriate Vice President or Department Head (President's Division) determines that the applicant's knowledge, skills, abilities, and experience justify appointment to a higher step.

Salary Increases

An annual salary increase at the level at least equivalent to those given to unclassified administration and professional staff (excluding teaching faculty) will be considered.

Annual salary increases are not based upon merit or performance evaluations. For all eligible employees, salary increases will be calculated on a formula of base salary plus gross longevity pay.

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Pittsburg State University