

METROPOLITAN STATE UNIVERSITY REGULATIONS



Salary Administration

Human Resources Procedure #517

Section 1. Objective

To describe salary administration policies and the procedures necessary to authorize and document position funding and employee assignments in compliance with applicable policies, laws and regulations.

Section 2. Authority

This procedure is established in accordance with Minnesota State Colleges and Universities Board Policies, Chapter 7.

Section 3. Effective Date

This procedure shall become effective upon signature of the President and remain in effect until modified or revoked.

Section 4. Responsibility

The responsibility for implementation of this procedure is assigned to the Vice President for Administration and Finance.

Section 5. Policy

It is the policy of Metropolitan State University to ensure that all salary obligations are approved and documented before they are incurred.

Section 6. Form

PEAR The Position/Employee Assignment Request Form (PEAR) is the form that is used both to assign an employee to be paid for work in a position and to document position funding. The PEAR form is not used for student employment.

Section 7. Implementation

I. Position Allocation and Funding

- A. When, during the course of the year, it appears necessary to change the approved budget roster to add a position or increase the FTE of a part-time position, the head of the requesting division submits a memo of justification and a PEAR form

to the President's Council for approval and **identification of source of funding**. If the president approves, the university budget will be revised.

- B. When starting a search to fill a rostered vacancy, whether on a temporary or probationary basis, a PEAR form must be completed and sent to the budget office. For unclassified searches (IFO, MSUAASF, administrators), the budget office will add candidate travel funds, and IFO funds as appropriate, to the cost center and will send a copy to HR and to the originating cost center director. For searches for rostered vacancies, the PEAR form does not require the signature of the president.

II. Changing the Salary of a Rostered Position

Whenever an action is to be taken that will obligate salary funds in excess of rostered salary, the request will be referred to the President's Council for approval and **identification of source of funding**. The approval will be documented on a PEAR form signed by the president or designee.

A. Increasing Rostered Salary Upon Initial Hire

If the base salary for a new employee is anticipated to be higher than the rostered salary for the position, a PEAR form must be processed to document approval of the allocation of additional salary funds prior to the date of hire.

B. Changes to Higher Salary Range or Classification

When requesting a position audit or review for range reassignment that will increase the salary level of the position, the cost center director, in consultation with the HR office, determines the potential new hourly rate or base salary for the employee, completes a PEAR form including the anticipated salary increase, and submits it to the appropriate division head with a memo explaining the position changes that provide the rationale for a higher salary range or classification. If the division head approves, s/he will take the request to the President's Council for review and approval. Upon approval, the cost center director will work with HR to complete the position review.

C. Additional Assignment Pay

Whenever an additional assignment is anticipated for a current non-faculty employee which will result in additional pay, the supervisor reviews and determines that the anticipated assignment is appropriate and is consistent with the applicable collective bargaining agreement or plan provisions and university policy and processes the PEAR form for approval.

In those cases where a cost center director wishes to make an assignment to an employee who reports to someone else, the approval of the employee's supervisor must be obtained and attached to the PEAR form before the cost center director sends it forward. (See university policy 5160 regarding additional assignments that are instructional in nature.)

For additional assignments or changes to resident faculty assignments, the Resident Faculty Assignment Changes form is used. When a change in funding is involved, a copy is provided to the budget office for budget review prior to forwarding to HR for assignment entry. No PEAR form is needed.

For community faculty assignments that are not on the load reports, the 3020 reports or reported via ICR, a PEAR form is needed.

D. No PEAR Form Needed for the Following:

- 1) Classified Employee Annual Performance Pay Increases
- 2) Across-the-board collective bargaining contract increases.
- 3) Increases due to Change in Faculty Rank

E. Community Faculty Payment Changes

Community faculty salary funds for the current fiscal year are allocated to the appropriate dean or department head's account and remain there until expended or until the end of the fiscal year, whichever occurs first, unless notice to the contrary is provided by the vice president for academic affairs. Changes to level of compensation are made in accordance with university procedure #515, Community Faculty Compensation.

F. Part-time Employees

Part-time employees may not exceed the authorized FTE of the assignment. In cases where the cost center director needs an hourly part-time employee to work hours in excess of the assigned FTE, s/he must send an explanatory note to payroll with the timesheet, indicating the future pay period in which hours will be reduced to compensate for the extra hours. If the cost center director sees the need to increase the hours on an on-going basis, s/he follows the process to increase the budgeted FTE under IB, above.

III Employee Separation

When an employee ceases employment because of retirement, resignation, transfer, or other reasons, the cost center director must submit a PEAR form to the budget office and to Human Resources showing the date of separation.

Section 8. Statutory Compliance

In compliance with M.S.16.A.15(3), no salary obligations may be incurred without prior documented approval. Supervisors are prohibited from permitting an employee to begin work before all required appointment approvals have been executed.

Section 9. Review

This procedure shall be subject to review on an annual basis.

Section 10. Signatures

Issued on this 24th day of September, 2001.

Cathleen Brannen, Vice President, Administration and Finance

Wilson G. Bradshaw, President