



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:16

Combined Personnel Transactions/ Individual Salary Increases

COVERED EMPLOYEES

- All employees.

BOT POLICY

Sec. 6-301. Statement of Principles. Where practicable, the University will recognize opportunities for current employees in reorganizations, transfers, modification of assignments and promotions. The President, or his/her designee, shall establish policies and procedures to effectively support this concept. In some cases, a collective bargaining agreement (CBA) may define promotional opportunities for its members.

Sec. 6-302. Combined Personnel Transactions. The President shall notify the Board in writing, at least 14 calendar days in advance, of combined personnel transactions that will result in an individual employee salary increase of 10% or \$5,000 or more, whichever is greater or an aggregate salary cost increase of \$15,000.

Sec. 6-306. Exceptions. The President may grant exceptions to this subpart and any policies implemented in its support, after consultation with Human Resources and the Director of Employee Relations and Affirmative Action except:

- (1) the interim assignment of presidential or vice presidential duties
- (2) Sec. 6-302 notice requirement
- (3) the prohibition of promoting a dean or vice president without benefit of an external search.

These exceptions may only be granted by the Board.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

I. Definitions. Personnel transactions include:

- A. Hire – newly hired or re-hired employee.
- B. Transfer – an employee is moved from one area, department and/or position to another with no increase in the level of responsibilities (although job duties may change) and no increase or decrease in salary level.
- C. Promotion – an employee receives an increase in the level of assigned responsibilities and an increase in pay rate.
- D. Modification of Assignment – an employee’s level of responsibilities, duties, hours of work and/or title changes with no change or a decrease in salary level.
- E. Termination – an employee’s employment with the University is ended.

II. **Combined Personnel Transactions**

- A. When a vice president or his/her designee proposes combined personnel transactions that will require notification to the Board of Trustees under Board Policy 6-302, the vice president or his/her designee shall develop a written plan for the transactions. The plan shall include:
 - 1. The current position description and/or a list of tasks, duties and/or responsibilities currently assigned to each employee/position to be affected; and,
 - 2. A draft proposed position description for each position affected along with any proposed salary changes.
- B. The appropriate vice president or his/her designee must review the written plan with the Director of Employee Relations and Affirmative Action and with the Director of Human Resources (HR). HR must approve the resultant position description(s) and/or salary changes, if any.
- C. The written plan for the combined personnel transactions, which shall include a schedule of proposed salary changes, must be approved by the President. The President shall notify the Board of Trustees as appropriate.

III. **Search Procedures for Combined Personnel Transactions**

The search procedures for each type of transaction, as defined and outlined in [Hiring HRPP](#), shall apply.

RESPONSIBILITY

Vice President or designee: Develop a written plan for the combined transactions.

Human Resources: Review the written plan and approve any resultant salary changes.

Employee Relations and Affirmative Action: Review the written plan.

President: Approve or disapprove the plan. If approved, proper notice must be given to the Board of Trustees.

Refer Questions To: *Human Resources*