



# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

### HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:36

## Salary Increase

### COVERED EMPLOYEES

- Full-Time Administrative
- Full-Time Support

### [Board of Trustees Employee Definitions](#)

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

### HR POLICY

The University recognizes the need to apply consistent pay policies relating to newly hired, recently transferred, or promoted employees.

### HR PROCEDURES/DESCRIPTION/DEFINITIONS

#### I. Procedures

##### A. Bargaining unit employees

1. Bargaining unit employees will be placed on the appropriate salary scale according to the provisions of the negotiated contract.
2. Bargaining unit employees will be awarded any across-the-board increases, as specified by the appropriate contract.
3. If there are no established salary scales for a position, the employees will be hired at an agreed upon salary. Newly hired faculty members shall be eligible for designated salary increases that occur during their first year only if it is specifically provided for in their initial appointments (and in accordance with provisions in the negotiated contract).

## B. Non-bargaining unit employees

1. Eligibility: Employees hired into a position, transferred into a new position, or transferred from a part-time to a full-time position, or employees promoted within the University into a different position.
2. If a non-bargaining unit employee's initial date of employment (or promotion or transfer) is three or more months prior to the effective date of an across-the-board increase, the employee will receive the increase.
3. If a non-bargaining unit employee's initial date of employment (or promotion or transfer) is within the preceding three months of an across-the-board salary increase, the employee will not receive the increase unless specifically stated in the hiring agreement and placed on the EAA. All new hire salaries must be within the approved salary range.
4. For employees hired within 3 months of anticipated across-the-board increase, the supervisor must indicate on the EAA if the employee is to be granted the next across-the-board increase.

### **RESPONSIBILITY**

Supervisor: Make decision about employee's eligibility for a raise at the time of hire.

Refer Questions To: *Human Resources*