The principal objective of establishing a salary program at Charles R. Drew University is to be externally competitive and provide equal or equivalent salary ranges for employees performing similar jobs.

**PROCEDURE I.E.00540 Salaries**

**A.** It is the responsibility of the Department of Human Resources to administer salary programs for the purposes of:

1. Reviewing and approving salary structures and job titles for all positions covered by these policies; responding to, and adjudicating, concerns and inquiries regarding classification standards, benefits, salary rates, or ranges for classes. Refer to CDU – APM I.E.00640 (Grievance and Complaint Resolution).

2. Reviewing and formulating equitable solutions to issues related to equal pay or salary discrimination, and monitoring the progress of the campus in dealing with such issues.

3. Developing guidelines to insure standard application of pay policies.

4. Reviewing and recommending and/or approving exceptions to salary policy and procedure limitations where appropriate.

**B.** It is the responsibility of the Organization Head (or designee) to:

1. Establish appointment rates for new hires and rehires in accordance within the limits set forth in the policy.

2. Develop merit increase recommendations in accordance with published merit guidelines.

3. Determine salary adjustments upon reclassification, promotion and demotion and stipend amounts in accordance with the limits set forth in the policy and procedures.
4. Determine equity increase adjustments in accordance with the limits set forth in the procedures.

C. Merit Increases

Specific guidelines and procedures are announced each year by the Department of Human Resources.

- Employees in merit-based pay plans will be eligible for merit consideration based on the following:
  - must be below the salary range maximum, and
  - must be appointed to the same position for a minimum of 6 (six) months or more.

D. Promotional Increases

1. Salary Adjustment upon Promotion or Upward Reclassification

The Organization Head or designee may approve salary increases upon promotion or upward reclassification not to exceed 15 percent of current salary unless a larger increase is necessary to bring the salary to the minimum of the new salary range.

Individual requests for exception to grant increases in excess of 15 percent upon promotion or upward reclassification must be submitted for consideration for review and approval by the Department of Human Resources.

2. Salary Adjustment Upon Lateral Transfer or Lateral Reclassification

Salary increases upon lateral transfer and lateral reclassification are normally not granted. However, the Organization Head or designee may approve salary increases upon lateral transfer and reclassification not to exceed 15 percent of current salary.

Individual requests for exception to grant increases in excess of 15 percent upon lateral transfer and reclassification must be submitted for consideration for review and approved by the Department of Human Resources.

E. Salary Adjustments Upon Demotion or Downward Reclassification

The Organization Head or designee may approve salary adjustments upon demotion to a salary rate within the salary range of the new class.

Upon downward reclassification, an employee's salary is normally decreased. However, under special circumstances, the employee's current salary rate may be retained even though the salary is above the maximum of the salary range of the new classification.
Individual requests for exception to retain employee salaries above the maximum must be submitted for consideration for review and approved by the Department of Human Resources.

Employees whose salaries are above the maximum of the salary range shall not be granted salary increases until such increases are appropriate within the salary range.

F.  Equity Increases

The Organization Head or designee may approve equity increases not to exceed 15 percent to remedy a salary inequity caused by any of the following reasons:

1. increased duties in a position insufficient to warrant upward reclassification;
2. staff retention;
3. changing market conditions; and
4. internal equity within the unit, department, College, or School.

Individual requests for exception to grant equity increases in excess of 15 percent must be submitted for consideration for review and approved by the Department of Human Resources.

G.  Annual Increases

Individual requests for increases that exceed 25 percent must be endorsed by the appropriate Organization Head prior to being sent to the Department of Human Resources for consideration for review and approval.

H.  Administrative Stipends for Temporary Assignments

The Organization Head or designee may approve stipends for employees in temporary assignments for an amount not to exceed 15 percent of base salary and for a period of time not to exceed 12 months (CDU – APM I.E.00480 Dual Employment).

Individual requests for exception to stipend amounts that exceed 15 percent of base salary and for a period of time that exceeds 12 months (including extensions) must be submitted for consideration for review and approved by the Department of Human Resources.

Stipend amounts are fixed monthly or bi-weekly amounts that generally remain constant during the temporary term of the stipend.

Applicability: All Staff and Faculty Members