

## **(SECTION 200) CLASSIFICATION AND COMPENSATION**

### **201 COMPENSATION**

Kennesaw State University's classification and compensation program for classified staff and administrative officers is administered by Human Resources. The program consists of a General Pay Plan and Broadband Structure that are designed to group positions that have similar duties, levels of responsibility, skills and educational requirements into the same general levels of pay.

The pay rates for each job title are determined by the knowledge, training, skills and level of responsibility assigned to that position. In addition, every effort is made to ensure equitable salary ranges are in keeping with other universities in the University System of Georgia and similar positions in the local, regional and national markets.

### **202 B-CAT CLASSIFICATION SYSTEM**

The B-Cat system is based on general job categories that are linked to the Federal Integrated Postsecondary Education and Data System (IPEDS) job classifications. Every employee's job title is assigned a specific B-Cat Identification code. The B-Cat system uses a logic that assembles similar types of positions by function allowing institutions to "customize" their campus working titles and to build compensation programs appropriate to their own competitive job markets.

### **203 PAY PLAN/SALARY STRUCTURE**

#### **203.1 Broadband Structure**

The Broadband Structure places job titles into a series of broad pay "bands", and "zones" within those bands. The Broadband Structure allows for certain flexibility as required to meet market conditions and to recognize skills and experience.

#### **203.2 General Pay Plan**

The General Pay Plan consists of pay grades which provide a means for the University to group comparable positions

together into common ranges of pay based on job scope, complexity and other factors. The salaries for similar positions should fall within a designated range or pay grade. The ranges overlap, but each range specifies three guide points:

- A Minimum (all individuals in the classification should expect to make at least this pay level)
- A Midpoint (a benchmark for similar positions)
- A Maximum (the most that someone would expect to make for a position at that pay level and job classification)

### **203.3 Employment Classification**

All employee job titles at Kennesaw State University are assigned a Fair Labor Standards Act (FLSA) status either exempt or non-exempt.

#### 203.3a Exempt

Exempt status is assigned to positions that are not eligible for overtime pay as defined by the Fair Labor Standards Act (FLSA). Employees in executive, administrative, and professional positions are typically exempt under the FLSA and are paid a designated salary, regardless of the number of hours they work in a week. Such positions are hence “exempt” from the FLSA.

The University is not obligated under FLSA regulations to provide compensatory time to exempt employees. However, a supervisor may award compensatory time if it is determined that the situation warrants such an action. This practice should be consistent across the department and does not have to be on an hour-for-hour basis. Any time awarded but not used will not constitute a financial obligation to the University.

#### 203.3b Non-Exempt

Non-exempt employees are subject to the provisions of the Fair Labor Standards Act (FLSA) and are eligible to be

compensated for hours worked in excess of 40 hours per week. Employees that are assigned non-exempt status use the Kronos time and attendance system to record all hours worked. If a non-exempt employee works more than 40 hours in the workweek, they must be paid overtime or request compensatory time off at a rate of time-and-a-half. **Overtime must be approved in advance by the supervisor.** Failure to obtain advance approval for over time may result in disciplinary action.

## **204 EMPLOYMENT OPPORTUNITIES POSTING**

Human Resources maintains a current listing of classified and temporary position vacancies on its web site. Employees are encouraged to use the web site as a resource for potential promotion or transfer opportunities. Interested employees may apply online for any position for which they are interested and qualified.

## **205 MINIMUM HIRING STANDARDS**

Minimum Hiring Standards (or MHS) are intended to help ensure comparable basic hiring standards for comparable positions across campus. A MHS is the minimum threshold of education and experience required to perform a given job. An individual with an education level and/or experience below the stated MHS for a job title is not considered minimally "qualified" for the position, and will not be selected for that position.

### **205.1 New Hire**

The salaries of new employees are based on the classification of the position, market indicators, and the applicant's education, skills, and previous related experience. When an individual meets the minimum qualifications of the position, the salary is normally set at the minimum of the salary range.

However, if an individual has directly related prior job experience, or if the market warrants, the salary may be established above the minimum. Starting salaries are not normally set above the first quartile of the salary range for that classification. Consideration must also be given to internal

equity across campus. Salaries above the first quartile are determined by Human Resources.

### **205.2 Promotion**

A promotion is the shift of an employee from one job title or position to another having more responsible duties or involving more skill (higher classification). To be promoted, the employee must meet the minimum job qualifications or MHS required by the new job title or position.

Employees can only be promoted during the fiscal year as a result of significant changes in assigned duties, the organizational structure, mission or funding of the department/project. The supervisor is responsible for completing all of the necessary information online through PeopleAdmin.

The salary increase for promotions and reclassifications is at least the minimum of the pay grade assigned or up to 15% of the employee's current salary.

Employees in the six-month provisional period are eligible for promotion only when granted permission by Human Resources.

### **205.3 Transfer**

An internal transfer is the movement of an employee from one position to another within the University usually within the same pay band or from a State of Georgia agency or the University System to Kennesaw State University.

Employees transferring to or from a State of Georgia entity or other institution in the University System of Georgia should consult with Human Resources regarding the transfer of their benefits and paid time. Employees transferring from one University System of Georgia entity to another are not required to serve an additional probationary period.

### **205.4 Employment in Multiple Positions**

Employees may be employed in only one full-time position or classification within the University System of Georgia at any given time. If an employee wishes to accept another position in addition to a current position at the University or within the University System of Georgia, the following rules will apply:

- The combined work time for both positions cannot exceed 100 percent of full time status (or 40 hours per week)
- Both positions must be the same FLSA classification, either exempt or non-exempt
- Acceptance of the second position must be approved by the employee's department head and Human Resources

## **206 PAY ADJUSTMENTS**

### **206.1 Merit Increases**

The University recognizes and rewards individual performance by awarding merit increases. The funds available for merit increases vary from year to year depending upon budgetary constraints set by state legislators, the University System of Georgia and identified marketplace and economic conditions. The University System of Georgia develops merit increase guidelines which establish ranges for individual merit increases based on performance criteria. Kennesaw State University then determines how merit increases will be administered and awarded to employees.

### **206.2 Promotion**

A promotion is an authorized reassignment from one position to another position in a higher salary grade. Upon promotion, an employee is eligible for a salary increase. Promotion increases are determined on an individual-case basis within compensation guidelines.

### **206.3 Stipend**

Additional compensation is appropriate when an individual is assigned, in writing, a major component of a job at a higher pay grade and is held accountable for the full scope of the job on a temporary basis (this includes temporary assignment

necessitated by need). All employees are expected to fill in for their co-workers during vacations and other short-term absences without additional compensation. Supervisors should determine if a stipend or additional temporary compensation is warranted. The amount of temporary compensation or a stipend should typically be up to 10% or as determined by Human Resources. Stipends generally should not continue for more than 12 months.

If a position has changed substantially over time or if substantive duties have been assumed that are beyond the scope of what generally might be considered for a position with that title, the position should be submitted for review to Human Resources. This process should be completed by the supervisor online through PeopleAdmin.

#### **206.4 Lateral Transfer**

A lateral transfer is defined as a movement from one position to another at the same pay grade. A lateral transfer normally does not result in a change in salary since the assignments are in the same pay grade with the same salary range.

#### **206.5 Demotion**

A demotion is defined as a reassignment from one position to another position at a lower pay grade or salary range. A demotion can also be defined as a reassignment of duties to a lower level of pay or responsibility even if there is not a change in the employee's job title or position.

Involuntary demotions may occur if work is eliminated, abolished or reorganized, as a disciplinary action or if a staff member is unable to perform the work satisfactorily. The salary and classification for an individual who is involuntarily reassigned will be determined by Human Resources.

### **207 JOB EVALUATION PROCESS**

The University's job evaluation process is designed to maintain consistency in the utilization of various job titles. This process ensures that employees performing similar duties have the same or

similar job titles with corresponding pay levels. The job evaluation process requires a comparative analysis of a position to determine if the current classification and/or compensation levels are appropriate. The job evaluation process also includes the review of required knowledge, skills and abilities needed to perform duties assigned to a position. A review of current market data may be required during the job evaluation process as a means of obtaining the University's goals in:

- attracting and retaining qualified individuals by matching job skills with the assigned position;
- ensuring that internal and external equity issues are addressed;
- encouraging professional growth for employees; or
- recognizing necessary knowledge and skills required for a position and ensuring that the employee is appropriately compensated for performing them

### **207.1 Position Review Process**

The position review process is the job evaluation process used for position reviews. The online process includes a formal review by Human Resources and is used to:

- classify a new position;
- review a vacant position; or
- review incumbent position for update of duties
- any other reviews (i.e. FLSA review, market analysis, etc.)

The position review process is part of PeopleAdmin and supervisors may access the online position review from the Human Resources web site: <https://jobs.kennesaw.edu/hr>.

### **207.2 Job Analysis and Job Audit**

Generally, a position only needs to be reviewed if its duties have changed significantly over time, or if substantive new duties have been assumed that are beyond the scope of what generally might be expected for a position with that title.

If an employee believes their position should be reviewed for reclassification, the employee should discuss the possibility with

their immediate supervisor. If the manager concurs, position review materials should be submitted online for review. Employees may be asked to help describe the duties they perform, so that the information fully reflects the current scope of responsibilities.

Human Resources will review the information provided, and notify the manager of the classification review decision. Decisions may be appealed in writing to the Assistant Vice President, Human Resources within fourteen calendar days.

## **208 ADMINISTRATIVE SALARY ADJUSTMENTS**

Certain rare and exceptional circumstances may occur from time to time that warrant special salary adjustments. Such adjustments are not part of the normal compensation plan. Requests for special salary adjustments should be made to the Director of Human Resources Services. Human Resources will consult with the Division Vice President or President.

## **209 DEDUCTIONS**

### **209.1 Payroll Deductions**

Each employee's paycheck will have specific deductions as required by law, Kennesaw State University regulation and/or at the employee's request as listed below.

### **209.2 Required Deductions**

- Federal and State Income Taxes
- Social Security (FICA), if applicable
- Teachers Retirement System Contributions (5% of pre-tax gross pay) or Optional Retirement Plan Contributions (5% of pre-tax gross pay)
- Georgia Defined Contribution Plan (7.5% of after tax gross pay – for Temporary Employees Only)

### **209.3 Optional Deductions (This list is not all inclusive):**

- Parking
- Tax-Sheltered 403(b) retirement contributions

- 457 Deferred Compensation Plan
- Insurance premiums
- Annual Fund campaign gifts
- Flexible Spending Account contributions (Unreimbursed Medical or Dependent Care)

All temporary employees employed by KSU are exempt from Teacher Retirement System contributions and Optional Retirement Plan contributions and are not eligible for insurance benefits, but are required to contribute to the Georgia Defined Contribution Retirement Plan unless already contributing to or receiving benefits from either TRS or ERS with another employer.

## **210 GARNISHMENTS AND WITHHOLDING**

The University considers the acceptance and settlement of just and honest debt to be a mark of personal responsibility.

The University is required by law to accept and process garnishments served by officials of the court. Failure to meet financial obligations causes discredit to the University. Repeated instances of default in the payment of debt, after appropriate counseling, are sufficient grounds to terminate employment from the University System of Georgia.

The University is authorized to hold paychecks and/or deduct from regular paychecks or vacation pay amounts owed by its employees for any fine, fee, penalty or other financial obligation to the institution.

## **211 PAY PERIODS**

### **211.1 Time Reporting**

Provisions of the Fair Labor and Standards Act require that non-exempt employees record hours worked per workweek per pay period. The official workweek for all non-exempt employees begins at 12:01 a.m. Saturday and ends at 12:00 a.m. the following Saturday. Hours worked in excess of 40 per week will

be compensated at one and one-half times the hourly rate or compensatory time off.

Kronos software is used to record and track time and attendance. Non-exempt staff must record hours worked each day in Kronos, as well as sick, vacation and holiday hours taken in order to be paid. Exempt employees must use Kronos software to report exception time (sick, vacation, etc.) to be paid.

Falsification of or failure to record time may result in failure to get paid and/or disciplinary action including termination.

ALL TIME RECORDS MUST BE APPROVED BY BOTH AN AUTHORIZED REVIEWING AUTHORITY AND THE EMPLOYEE.

### **211.2 Paychecks**

Non-exempt employees are paid bi-weekly, with payments made every other Friday. Any adjustments to pay that are not reporting to Payroll Services in time for processing in the current payroll will be reflected on the next paycheck. Insurance premiums are generally deducted out of the first two paychecks of each month, but will be adjusted by payroll as needed to collect any amounts due.

Monthly staff is compensated on the last working day of each month, which includes premium deductions as needed.

### **211.3 Direct Deposit**

Kennesaw State University provides for the direct deposit of pay to a participating bank or credit union anywhere in the country. Direct deposit enrollment should be completed online using the Employee Self-Service feature. Failure to arrange for direct deposit will result in the check being mailed to the employee's home address of record.

If you are unable to obtain a bank account for direct deposit, please contact Human Resources for assistance in establishing an account.

## **211.4 Report of Absence**

Exempt and non-exempt staff must record and report all absences through Kronos.