

AURARIA CAMPUS POLICY

Policy Title:	Calculating Salary for Employees		
Approval Authority:	Chief Executive Officer		
Last Revised:	July 1, 2018	Category:	Internal Administrative Policy
Last Reviewed:	August 8, 2018	Effective:	July 1, 1999

1. Purpose

The purpose of this policy is to provide guidance regarding new hires and salary increases for promotions and reallocations.

2. Audience

This internal administrative policy applies to all AHEC staff.

3. Policy

New Hires

While AHEC lists the full salary range a position may earn on employment announcements, new employees are typically hired at or near the range minimum.

In the event that a supervisor desires to hire at a rate above range minimum (within 10 percent), pre-approval must be received from the Division Chief and the Budget Director. Any request for a salary rate that exceeds 10 percent above the minimum salary rate must be justified by the Manager/Director in writing and approved by the Division Chief, Budget Director, and Chief Executive Officer. The monthly salary must not exceed the range maximum for the class.

Salary Increase on Promotions and Reallocations

Base pay for employees receiving an upward movement may remain the same or increase up to 12.5 percent. The new base rate must not be lower than the range minimum or higher than the range maximum for the new position. Any request for a salary rate adjustment that exceeds 12.5 percent must be justified by the Manager/Director in writing and approved by the Division Chief, Budget Director, and Chief Executive Officer. The monthly salary must not exceed the range maximum for the class.

4. History and Updates

- August 8, 2018
 - Edited for basic language and updates to titles, departments, etc.
 - Updated policy by placing in new format