

Documentation Guidelines for Salary Adjustments at NDSU

The NDSU salary administration policy (*NDSU Policy Manual*, Section 129) refers frequently to use of institutionally recognized documentation for various types of salary adjustments. The following guidelines are intended to assist unit administrators/supervisors in supporting salary adjustment requests for their employees. These guidelines are applicable for both individual adjustments during the year and annual budgeted salary adjustments.

The purpose of this documentation is to encourage consistency in salary adjustment decisions and develop an appropriate record of the bases for such decisions. Please note that these are general guidelines; data gathered and submitted by the unit administrator/supervisor requesting the adjustment will also be considered as long as that information is current, relevant and selected on an impartial basis. Unit administrators and supervisors recommending salary adjustments are encouraged to contact either the Human Resources/Payroll Office or the Equity & Diversity Office (depending on the type of adjustment) to identify appropriate documentation to attach to the NDSU Change Form: 101 or to list in the “comments” section of the salary budget database.

Type of Adjustment	Type of employee	Documentation	Campus Source
<i>Performance</i>	Broadbanded staff	Responsibility reviews and any interim record documenting performance that exceeds the norm in the unit. <i>Available only with specific legislative permission during annual salary administration process.</i>	Employing unit
	Non-banded staff:		
	Faculty	Periodic review required by Policy 352 and any other record of outstanding performance such as professional recognition or unusually large grant awards	Employing unit Employing unit
	Lecturers/ Other Academic Staff	Annual evaluations and any other record of outstanding performance	Employing unit
	Administrators	Annual responsibility reviews and any other record of outstanding performance	Employing unit
<i>Market</i> (external equity)	Broadbanded staff In considering a market adjustment, the impact on employees in comparable positions with comparable responsibilities and performance should be carefully considered.	Current NDSU Staff Market Survey (CUPA administrative, CUPA mid-level, FMHRA, BCBS, ND Job Service)	Human Resources/Payroll

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<i>Market (cont.)</i>	Non-banded staff:		
	Faculty/Lecturers	NDSU faculty salary study OK annual faculty salary survey	Equity & Diversity Institutional Research
	Other Academic Staff	Current data from regional institutions (Not included above)	Employing unit
		Discipline-based professional organizations who do salary surveys NDSU salary studies (when available)	Employing unit Equity & Diversity
Administrators	CUPA special salary survey (regional)	Human Resources/Payroll	
<i>Internal Equity</i> Defined as comparable positions with comparable responsibilities and performance.	Broadbanded staff	<i>Analysis</i> of all NDSU individual's salaries with comparable responsibilities and performance	Human Resources/Payroll
	Non-banded staff:		
	Faculty/Lecturers	NDSU faculty salary study	Equity & Diversity
	Other Academic Staff	Salaries of all those within a discipline/department who hold the same rank and have comparable responsibilities	Employing unit OR Equity & Diversity Office
Administrators	Salaries of NDSU (in some cases, NDUS) individuals with comparable responsibilities, disciplinary orientation and performance	Equity & Diversity OR Human Resources/Payroll	
<i>Responsibility</i>	All employees	<i>Revised</i> position description with changes Highlighted and documentation of why. <i>Available only at times other than the budget process</i>	Employing unit