

Salary Delegation Authority Summary

Staff Pay Plan

HIRING

| Situation | Action | Authorized | Other |
|-----------|--|------------------------|--|
| New Hires | Ability to hire up to the midpoint of the pay band. HR provides recommended hiring ranges. | VP and/or VP designee* | AVP of HR Approval for hires below minimum of pay grade or above the mid-point of the pay band |

PROMOTIONS

| Situation | Action | Authorized | Other |
|------------|--|------------------------|---|
| Promotions | Ability to pay up the mid-point of the pay band or 20% of employees' base rate, whichever is greater | VP and/or VP designee* | AVP of HR Approval required for promotions below minimum of pay grade or above the mid-point of the pay band or 20% above base salary |

INCREASE IN RESPONSIBILITIES

| Situation | Action | Authorized | Other |
|---|--|------------------------|--|
| Temporary assignment of higher level duties or responsibilities on a temporary basis | May not exceed 20% of employee's base salary; may not exceed the maximum of the pay grade/range | VP and/or VP designee* | AVP of HR Approval for increases below minimum of pay grade or above the mid-point of the pay band |
| Permanent increase in duties (significant additional higher-level duties, but not enough to warrant an official change in classification) | May pay up to the mid-point of the pay band or 20% of employee's base salary, whichever is greater | VP and/or VP designee* | AVP of HR Approval required for increases above the mid-point of the pay band or greater than 20% of the base salary |
| Reclassification – Official reclassification of current position to reflect a change in job duties resulting in a higher pay grade (as determined by HR Class/Comp) | May pay up to the mid-point of the pay band or 20% of employee's base salary, whichever is greater | VP and/or VP designee* | AVP of HR Approval required for increases higher than the mid-point of the pay band or greater than 20% of base salary |

RETENTION

| Situation | Action | Authorized | Other |
|--|---|------------------------|--|
| Special pay increase to retain employees by deterring from seeking or accepting a non- USF job offer | Up to 20% above employee's current base salary | VP and/or VP designee* | AVP of HR Approval for increases above 20% of base salary |
| Special pay increase to ensure market competitiveness (market salary adjustment) | Up to 20% above employee's current base salary (current market data should be considered) | VP and/or VP designee* | AVP of HR Approval for increases above 20% of base salary, or for increases that exceed established HR market data |
| Special pay increase for documented counter offer (from non-USF entity) | Up to 20% above employee's current base salary | VP and/or VP designee* | AVP of HR Approval for increases above 20% of base salary |

INTERNAL PAY RELATIONSHIPS

| Situation | Action | Authorized | Other |
|--|--|------------------------|---|
| Maintain an appropriate internal pay relationship among employees in same class or organizational unit (compression/inversion and/or internal salary inequities) | Up to 20% above employee's current base salary | VP and/or VP designee* | AVP of HR Approval for increases above 20% of employee's base pay or for increases that exceed established HR market data |

RECOGNITION

| Situation | Action | Authorized | Other |
|--|--|------------------------|---|
| Bonus (incent strong performance based on established and defined criteria; prospective award) | Payment must comply with approved bonus plan (submitted in writing and pre-approved). Payments shall be lump sum only and not adjustments to base. | VP and/or VP designee* | AVP HR Approval required for all bonus plans <i>before</i> implementation |
| Pay for Performance-reward for outstanding or exceptional performance | Increases (lump sum or base adjustment) may not exceed 20% of base salary | VP and/or VP designee* | AVP HR Approval required for any payment above 20% and/or if the total of multiple awards to a single recipient |

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|---|--|------------------------|---|
| sustained and measurable increase in productivity. In recognition of outcomes and/or goal accomplishments that have a long-term cumulative impact; for consistently superior performance over a number of years, for superior application of new competencies which are expected to be consistently applied over an extended period of time; to align base pay more appropriately with market based on performance. | | | exceeds 20% of base salary in any one fiscal year |
| Pay for Performance - recognition of short-term accomplishment; performance over a specific period of time or for a specific project/task; recognition of reaching a milestone in the accomplishment of a major goal or objective. | Lump sum awards only (may not exceed 20% of base salary) | VP and/or VP designee* | AVP HR Approval required for any payment above 20% and/or if the total of multiple awards to a single recipient exceeds 20% of base salary in any one fiscal year |

DECREASE IN RESPONSIBILITIES

| Situation | Action | Authorized | Other |
|--|---|------------------------|--|
| <p>Permanent change in assigned duties to lower-level duties typically found in a lower-level classification (position officially reclassified).</p> <p>For placement in lieu of layoff, disciplinary demotions, or other reductions in pay, contact HR.</p> | <p>Pay may or may not be adjusted to reflect the new lower classification. Salary may not exceed the maximum of the new class/pay grade. All actions must be pre-approved by HR prior to communication and/or implementation</p> | VP and/or VP designee* | AVP HR Approval required for all related actions and determination of final salaries. |

DELAYED PAY INCREASE

| Situation | Action | Authorized | Other |
|--|--|------------------------|---|
| Desire to provide increase (i.e., upon promotion or reclassification) but insufficient funds available at that time to grant increase. This option is not available for actions other than promotions and reclassifications. | Delayed pay increase within six (6) months of action (intent for delayed increase must be in writing at the time of the initial action). May grant up to 20% of employees' base salary | VP and/or VP designee* | AVP of HR Approval for increases greater than 20% of base salary or above established pay grade maximum |

***VP designee must be identified and authorized in writing via the appropriate procedures.**

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