

## Salary Delegation Authority Summary

### OPS – TEMPORARY STAFF

#### HIRING

Situation	Action	Authorized	Other
New Hires	<p>Must pay at least the State hourly minimum wage.</p> <p>Full-time OPS performing professional-level work traditionally exempt from overtime pay may be hired as salaried (will require HR review for compliance with FLSA and approval <b>BEFORE</b> an offer can be extended.</p>	VP, VP Designee* (may not be delegated further than Dean/Director)	AVP of HR Approval for <b>all</b> exempt salaried OPS

#### INCREASE IN RESPONSIBILITIES

Situation	Action	Authorized	Other
Temporary assignment of higher level duties or responsibilities on a temporary basis	May not exceed 20% of individuals rate of pay	VP and/or VP designee*	AVP of HR Approval for increases more than 20% of individual's base rate

#### RECOGNITION

Situation	Action	Authorized	Other
Pay for Performance – Reward for strong performance continued	Increases may not exceed 20% of base salary or hourly rate	VP and/or VP designee*	AVP HR Approval required for a single pay increase greater than 20% of individual's base salary or multiple increases in a single fiscal year that would exceed 20% of the individual's base salary or hourly rate

Pay for Performance – Reward for continued service and satisfactory performance (i.e., student receives an increase of \$.25 per hour each semester that he/she returns to the same job/department.)	Increases may not exceed 20% of base salary or hourly rate	VP and/or VP designee*	AVP HR Approval required for a single pay increase greater than 20% of individual's base salary or multiple increases in a single fiscal year that would exceed 20% of the individual's base salary or hourly rate
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**\*VP designee must be identified and authorized in writing via the appropriate University procedures.**

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