

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:07:13

DATE: August 20, 2003

SUPERSEDES POLICY NO.: IV:07:13

DATED: February 1, 1987

SUBJECT: The Classification - Compensation Plan and Pay Administration for
Basic Occupations (Clerical and Supporting Types).

APPROVED: Sidney A. McPhee, President _____

I. General Classification - Compensation Policy

The Classification/Compensation Plan at MTSU includes all classified positions and is incorporated as part of the total Tennessee Board of Regents non-exempt Job Classification/Compensation Plan and is subject to all related TBR guidelines and policies. Under this plan the TBR has established uniform Class Titles, Class Specifications, and corresponding skill levels to be used and to be maintained with consistency and fairness throughout the TBR system. Each class has been evaluated and allocated to an appropriate pay grade in accordance with the level and complexities of the duties and responsibilities as assigned to each class. This system of position classification attempts to provide equal pay for equal work, facilitate orderly promotional opportunities, and provide information concerning duties, responsibilities, titles, and rates of pay for many clerical and supporting positions in service for MTSU as well as each University throughout the system.

II. The Classification Plan

1. MTSU Responsibility for Maintenance of the Classification Plan

Maintenance of the TBR Plan occurs on a decentralized basis with each SBR institution having responsibility for maintaining the daily operation of its plan. Internal procedures for processing classification, job evaluation, and job audit requests received from departments here at MTSU are the responsibility of the Human Resource Office. Changes to the Plan not requiring TBR approval such as classifications, reclassifications, and job evaluations for allocation of positions to classes already established in the TBR overall plan shall be accomplished following studies and recommendations made by the Human Resource Office and submitted to the President for approval. However, for establishment of a new permanent classification in the overall SBR plan or for any revision of an established classification skill level, TBR system approval shall be required.

2. Class Specifications

Each individual position in the Classification Plan has been allocated to an established class. Each class has an established Class Specification. These Class Specifications are not to be confused with "job" or "position" descriptions which are tantamount to a description of an individual position. A Class Specification is in essence

description of a class of positions which may encompass several individual positions, i.e., the class of positions of Clerk-Typist.

The Class Specification is composed of a Definition statement, Examples of Work Performed, Required Knowledge and Abilities, and a Qualifications statement.

The Definition statement consists of a brief overall statement of the kind and level of work included in the class.

The Examples of Work Performed statement is a listing only of typical duties. This statement does not attempt to be exhaustive, but merely gives samples of the various kinds of work to be found in a number of positions in the class. This portion of a Class Specification does not provide for an itemized description of all job tasks performed by a specific individual assigned to the class.

The Required Knowledge and Abilities paragraph is a recommendation of what is believed to be necessary minimum requirements as to knowledge and abilities to efficiently perform the various tasks of positions allocated to the class.

The Qualifications statements are recommendations as to minimum qualifications an incumbent must possess in order to adequately perform the various tasks of the class. Equivalency as to training and experience may be substituted for what is stipulated in the specification.

The Specifications should be interpreted in totality as defining the various class characteristics.

3. Position Establishment and Revision Procedures

The Human Resource Office has responsibility for the review of assigned duties and responsibilities on all classified positions including new positions to be established and current budgeted positions already established. Should duties and responsibilities of an established job change significantly over a period of time, the job should be reviewed for possible reclassification. Thus, when a department head or any other authorized person desires to establish a new position or revise an existing position in the classified area they shall submit the following to the Human Resource Office: (1) A Position Description Questionnaire complete with requested information, percentage of time spent on essential duties, and signatures; (2) A current organizational chart of the department; and (3) A memorandum with a list of short statements summarizing why the level of the position has changed. Indicate a job title and/or skill level of another position that might be the same level of the position in question. Once these items have been submitted, a representative of the Human Resource department will contact the department to schedule a site audit. All salary adjustments recommended in position classification studies shall not become effective until July 1 or Jan 1 following approval of the study.

III. The Compensation Plan

The Compensation Plan for the Basic Occupations shall consist of a schedule of monthly ranges of pay for each skill level and a schedule of

occupational titles showing the skill level to which each class is assigned. A schedule of salary ranges and skill levels is outlined in the Appendix to this policy. As the schedule is revised, it is circulated as an amendment to the policy.

IV. Preparation of the Compensation Plan

A Compensation Plan for those classes of positions in the Basic Occupations shall be developed in accordance with the State Board of Regents' policies and guidelines and within budgetary limitations of them University. The Human Resource Office shall review all relevant compensation factors and options and make recommendations for approval of a comprehensive plan to establish rates of pay for services performed.

V. Definitions

The following terms, when used in this policy statement, shall have the following meanings:

"Class" means a group of positions with duties, responsibilities, and requirements sufficiently similar that the same title and schedule of compensation may be applied to each position in the group.

"Skill level" means a specific rank or rating which each position is assigned on the basis of job value.

"Promotion" means a change in status from a position in one class to a position in a class having a higher skill level and salary range.

"Demotion" means a change of status from a position in one class to a position in a class having a lower skill level and salary range.

"Transfer" means a change from one position to another having the same skill level.

VI. Administration of the Compensation Plan

1. Upon initial employment at the University the rate of pay shall be determined by the office of Human Resources based on the skill level to which the initial position is assigned.
2. A salary adjustment can occur as a result of several possible actions, such as promotion, reorganization, demotion, or annual salary increases resulting from legislative/administrative actions.
3. An employee who is promoted to a higher skill level shall have his/her salary raised to the beginning of the range for the higher skill level or six percent whichever is greater.
4. An employee who is demoted shall have his/her salary reduced by six percent. However, it may be further reduced to provide that the salary not be placed at a point higher than could have been reached had the incumbent been employed continuously in the lower position.

5. An employee who is transferred to a position in the same skill level to which his present position is assigned shall receive no change in salary.
6. When an employee reaches the maximum salary step or is at a rate of pay outside the established range of his/her assigned skill level, eligibility for further salary increases is prevented unless exception is granted by the President, mandated by legislative action, or directed by the Board of Regents.
7. The pay rate for persons re-employed at the same or higher skill level within three years of their terminations shall be either the salary determined by Human Resources based on years of experience or the salary at the time of termination, whichever is greater. The pay rate for persons re-employed in lower skill levels shall be assigned at rates equitable with other salaries in that level.
8. Regular part-time positions covered by the Classification Plan shall be compensated at a rate determined by the following formula: rate for full-time position times percentage of full-time assigned.
9. Subsistence and maintenance in the form of meals, lodging, laundry, etc., received in lieu of cash are considered a part of the total salary. Maintenance allowances are reported to the retirement systems as earnings, but are exempt from taxation.
10. Provisions of this policy shall be effective February 1987, and are not retroactive.

TITLE	SKILL LEVEL	EEOC OCC CODE	STATE BOARD OF REGENTS JOB CODE
Executive Secretary	7	H4A	4205
Administrative Secretary	6	H4A	4045
Executive Aide	6	H4A	4200
Secretary 3	5	H4A	4525
Secretary 2	4	H4B	4520
Secretary 1	3	H4C	4515
Clerk-Typist	3	H4C	4150
Account Clerk 2	5	H4A	4015
Account Clerk 1	4	H4B	4010
Word Processing Operator 1	3	H4C	4635
Clerk	2	H4C	4145
Technical Clerk	5	H4A	4595
Book Ordering Clerk	4	H4B	4085
Bookstore Representative	3	H4B	4095
Financial Aid Assistant	5	H4A	4223
Financial Aid Clerk	4	H4B	4220
Inventory Clerk	3	H4C	4310
Library Clerk	2	H4C	4365
Lead Mail Carrier	4	H4B	4383
Mail Service Machine Operator Trainee	3	H4C	4395
Mail Distribution Clerk	1	H4C	4385
Postal Clerk	3	H4C	4470
Personnel Assistant	5	H4A	4455
Personnel Clerk	4	H4B	4460
Payroll Clerk	4	H4B	4445
Purchasing Clerk	3	H4C	4495

TITLE	SKILL LEVEL	EEOC OCC CODE	STATE BOARD OF REGENTS JOB CODE
Shipping and Receiving Clerk	4	H4B	4530
Stock Clerk 2	4	H4B	4540
Stock Clerk 1	2	H4C	4535
Stores Clerk	3	H4C	4550
Student Employment Clerk	2	H4C	4555
Student Work Program Clerk	4	H4B	4570
Supply Clerk	3	H4C	4575
Transcript Analyst	6	H4A	4610
Admissions & Records Supervisor	7	H4A	4060
Admissions & Records Lead Worker	5	H4A	4055
Admissions and Records Clerk	4	H4B	4050
Transfer Admissions Clerk	4	H4B	4615
Veterans' Affairs Clerk	4	H4B	4625
Work Order Clerk	5	H4A	4650
Arts Technician	5	H5A	5015
Equipment Room Attendant	3	H7B	7180
Certification Analyst	5	H4A	4135
Computer Laboratory Technician	9	H5A	5030
Computer Operations Coordinator	6	H5A	4036
Graduation Analyst 2	7	H4A	4240
Graduation Analyst Lead Worker	6	H4A	4245
Graduation Analyst 1	5	H4A	4235
Grants Fiscal Clerk	5	H4A	4250
Payroll Supervisor	7	H4A	4450
Athletic Ticket Manager	5	H4A	4075
Facility Reservationist	4	H4B	4210

TITLE	SKILL LEVEL	EEOC OCC CODE	STATE BOARD OF REGENTS JOB CODE
Lead Cash Register Operator	3	H4C	4330
Lead Cashier	5	H4A	4335
Cash Register Operator	2	H4C	4115
Cashier	4	H4B	4125
Computer Operations Specialist	7	H5A	5035
Computer Operator	5	H5A	5040
Data Entry Lead Operator	4	H4B	4186
Data Entry Operator	3	H4C	4187
Information Research Technician 2	7	H4A	4285
Information System Records Clerk	4	H4B	4290
Interlibrary Loan Library Assistant	4	H4B	4305
Library Assistant, Senior	6	H4A	4361
Library Assistant 3	5	H4A	4360
Library Assistant 2	4	H4B	4355
Library Assistant 1	3	H4C	4350
Music Library Assistant	3	H4B	4425
Learning Center Clerk	3	H4C	4340
Switchboard Operator	2	H4C	4585
Laboratory Aide	2	H7C	7280
Child Care Aide 2	3	H7B	7095
Child Care Aide 1	1	H7C	7090
Offset Press Operator Lead Worker	6	H6A	6215
Offset Press Operator	5	H6A	6220
Compositor	5	H6A	6090
Editorial Assistant	6	H5A	5100
Office Machine Technician	6	H5A	5205

TITLE	SKILL LEVEL	EEOC OCC CODE	STATE BOARD OF REGENTS JOB CODE
Office Supervisor	6	H4A	4440
Electronic Equipment Technician	7	H5A	5110
Laboratory Animal Technician	4	H7B	7290
Media Specialist	5	H5A	5180
Media Technician	4	H5B	5185
Photographer/Cinematographer	7	H5A	5215
Photographic Technician	4	H5A	5220
Radio Station Operator	2	H5A	5239
Telecommunications Technician 2	6	H5A	5272
Testing Technician 2	5	H4A	4605
Head Resident	3	H7B	7245
Building Activities Attendant	5	H4A	4105
Building Attendant	2	H7C	7070
Cook 1	2	H7C	7120
Licensed Practical Nurse	4	H5B	5160
Security Officer supervisor Lieutenant	8	H7A	7423
Security Officer 3	7	H7A	7425
Security Officer 2	6	H7A	7420
Farm Supervisor	6	H7A	7185
Horse Barn Supervisor	4	H7B	7255
Dairy Barn Supervisor	4	H7B	7160
Milk Processing Equipment Operator	4	H7B	7345
Farm Worker	4	H7B	7190

TITLE	SKILL LEVEL	EEOC OCC CODE	STATE BOARD OF REGENTS JOB CODE
Maintenance Supervisor	7	H6A	6190
Grounds Supervisor	6	H7A	7235
Grounds Foreman	3	H7B	7230
Horticulture Technician 1	5	H7A	7260
Horticulture Technician 2	7	H7A	7262
Inventory Supervisor	5	H4A	4315
Moving & Storage Lead Worker	4	H7B	7355
Energy System Specialist	7	H6A	6130
Air Conditioning Heating Mechanic 3	8	H6A	6025
Air Conditioning Heating Mechanic 1	6	H6A	6015
Air Conditioning/Refrigeration Lead Worker	7	H6A	6030
Air Conditioning/Refrigeration Mechanic	6	H6A	6015
Automotive Mechanic	5	H6A	6040
Boiler Mechanic	7	H6A	6045
Boiler Operator	4	H7B	7055
Boiler Room Helper	3	H7B	7060
Bus Driver	4	H7B	7075
Cabinetmaker Lead Worker	7	H6A	6055
Cabinetmaker	6	H6A	6050
Carpenter Lead Worker	6	H6A	6075
Carpenter	5	H6A	6065
Chief Mechanic	6	H6A	6085
Electrician Lead Worker	7	H6A	6125
Electrician	6	H6A	6120

TITLE	SKILL LEVEL	EEOC OCC CODE	STATE BOARD OF REGENTS JOB CODE
Heavy Equipment Lead Operator	6	H7B	7250
Locksmith 2	6	H6A	6150
Locksmith 1	5	H6A	6145
Machinist Lead Worker	7	H6A	6153
Machinist	6	H6A	6155
Maintenance Lead Worker	6	H6A	6166
Maintenance Mechanic	6	H6A	6170
Maintenance Worker	5	H6A	6195
Maintenance Utility Worker	4	H7B	7330
Mason Lead Worker	6	H6A	6205
Mason	5	H6A	6200
Mechanic Helper	3	H7C	7340
Painter Lead Worker	6	H6A	6235
Painter	5	H6A	6230
Plumber Lead Worker	7	H6A	6255
Plumber	6	H6A	6250
Skilled Trades Helper	3	H7B	7435
Utility Worker-Driver	3	H7B	7575
Utility Worker	1	H7C	7470
Watchkeeper	3	H7B	7490
Housekeeper	3	H7B	7270
Pest Control Worker	3	H7B	7380
Swimming Pool Attendant	2	H7C	7445
Custodian Equipment Mechanic	5	H6A	6105
Custodian Supervisor	5	H7A	7145

TITLE	SKILL LEVEL	EEOC OCC CODE	STATE BOARD OF REGENTS JOB CODE
Custodian Foreman	3	H7B	7140
Custodian Lead Worker	2	H7C	7155
Custodian	1	H7C	7150

APPENDIX
TO
POLICY NO. IV:07:13

Salary Ranges effective 1/1/98 reflects 2% increase in min. and max. ranges

Skill Level	Min.	Mid.	Max	1/20
1	\$ 935.85 11,230.20	\$ 1,161.09 13,933.08	\$ 1,386.33 16,635.96	270.29
2	1,028.67 12,344.04	1,278.59 15,343.08	1,528.51 18,342.12	299.90
3	1,133.81 13,605.72	1,406.90 16,882.80	1,679.99 20,159.88	327.71
4	1,245.33 14,943.96	1,547.06 18,564.72	1,848.79 22,185.48	362.08
5	1,370.53 16,446.36	1,703.34 20,440.02	2,036.14 24,433.68	399.37
6	1,509.76 18,117.12	1,877.26 22,527.06	2,244.75 26,937.00	440.99
7	1,661.33 19,935.96	2,067.36 24,808.26	2,473.38 29,680.56	487.23
8	1,827.49 21,929.88	2,274.11 27,289.32	2,720.73 32,648.76	535.94
9	2,010.25 24,123.00	2,501.52 30,018.24	2,992.79 35,913.48	589.52