
TIMEKEEPING, HOURS AND PAYROLL

WAGE AND SALARY ADMINISTRATION

It is the practice of SWOSU to pay wages and salaries that are based upon the nature of the job being performed. Additionally, changes to the cost-of-living may be reflected by periodic adjustments to the wage and salary structure.

a) Guidelines for Administration: The Human Resources Office is charged with reviewing the wages and salaries of staff employees on a periodic basis. The following actions are undertaken in meeting these expectations:

- New Employees shall generally be hired at or near the minimum rate identified with a position. Adjustments for higher starting rates based upon the prospective employee's experience, education and/or SWOSU's need may be considered on a case-by-case basis.
- Wage and salary surveys are conducted periodically. Survey sources may include College and University Personnel Association (CUPA) data, Oklahoma State Chamber information, peer institution comparisons and/or area compensation practices.