

TIMEKEEPING AND PAYROLL

WAGE AND SALARY ADMINISTRATION

It is the Policy of Southwestern to pay wages and salaries which are based upon the nature of the job being performed, and are competitive with the wage and salary rates being paid by similar sized universities and by other employers in the community for similar work. Changes to the cost-of-living will be reflected by periodic adjustments to the wage and salary structure.

Guidelines for Administration

The Human Resources Office will review all wages and salaries on a routine basis. It is the responsibility of the Human Resources Office to determine whether existing salary ranges are competitive and if the salaries of individual employees accurately reflect their job responsibilities.

New employees shall generally be hired at the minimum rate assigned to the job. Supervisors may make a written recommendation for higher starting rates based upon the prospective employee's experience and/or education.

Wage and salary surveys are to be conducted once each year. The survey results will be used to recommend increases to the wage and salary structure by the end of June each year.

An employee who is called from home to perform work during off-duty hours shall be paid for a minimum of two hours work.