



**WICHITA STATE
UNIVERSITY**

UNIVERSITY LIBRARIES

Compensation and pay sub-committee white paper

Item Type	Administrative document
Authors	Alternative Service Committee
Citation	Alternative Service Committee. Compensation and Pay Sub-Committee White Paper. -- Alternative Service Committee Meetings
Publisher	Wichita State University
Download date	2026-05-20 01:56:57
Link to Item	https://soar.wichita.edu/handle/10057/23830



Alternative Service Committee

Alternative Service Committee

Academic year 2013-2014

Wichita State University Compensation and Pay Sub-Committee White Paper

Additional information: Digitized by University Libraries Technical Services and archived in SOAR: Shocker Open Access Repository at:
<https://soar.wichita.edu/handle/10057/15503>

64

Wichita State University
Compensation and Pay Subcommittee
White Paper

Salary Increases – The recommendation would be for annual increases to be considered at the level at least equivalent to those given to the unclassified administration and professional staff (not to include teaching faculty). A portion of the salary increases would be based on merit or performance evaluations. For all benefit eligible employees, salary increases will be calculated on a formula of base salary plus gross longevity pay.

Longevity Pay – The recommendation would be restoration of longevity pay to the FY12 rate of \$500 after 10 years of service and an additional \$50 each year thereafter with no maximum to be earned. Expand eligibility to employees hired on or after June 2008. The longevity pay will be included when calculating salary increases. It will be paid within the pay period in which the employees' length of service date falls. Longevity pay would include all years worked in the state system regardless of the site.

Market Adjustments – Recommend consideration to be given for market adjustments if any are given to the State of Kansas Classified employees in future years.

Salary Administration – Recommend existing salaries be converted to a new salary administration plan without any resulting salary decreases. The movement toward a new salary administration plan will occur gradually during a 2-4 year time period. The new salary administration plan will be equivalent to or better than the current Civil Service compensation system. The existing salary grade and step matrix will be used as a framework for salary administration for current employees, new hires, transfers, promotions and demotions until the new system is defined and implemented (**the current system will remain intact until the new system is completed and brought online**).

Title Management – The movement toward a new title management system would occur gradually over a 2-4 year period with the development of a new salary administration system. Existing job titles will be examined to determine how those titles or new titles should be developed to support a new salary administration plan. Updated position descriptions will serve as the basis for establishing job groups.

Vacation – the recommendation is to change to one unified system of all employees earning 6.77 hours over 26 pay periods to a maximum of 240 hours per fiscal year, thus eliminating two separate accrual systems. Maximum vacation leave accrual will remain at 304 hours. Allowances will be made for selling hours back when vacation is maxed out or make a provision for rolling hours into sick leave.

Sick Leave – Each university support staff personnel retiring from the service of the state of Kansas who has accumulated 800 hours or more of sick leave shall receive, at the time of retirement, compensation for his/her accumulated sick leave as follows:

1. Compensation for 240 hours if such person has completed eight or more years of such service and has accumulated at least 800, but less than 1,000 hours of sick leave.
2. Compensation for 360 hours if such person has completed 15 or more years of such service and has accumulated at least 1,000 hours, but less than 1,200 hours of sick leave, or
3. Compensation for 480 hours if such person has completed 25 or more years of such service and has accumulated 1,200 hours of sick leave or more.

Retirement – Retirement will remain with KPERS. No changes recommended.

Early Retirement Incentive – The recommendation will be the consideration of adopting a Voluntary Retirement Incentive Program (VRIP) in the event the State of Kansas offers a program in the future.

Group Health Insurance – These options for selection are administered through the Kansas Department of Health and Environment and are available to all State of Kansas employees, whether unclassified or classified or university support staff. No changes would be made to the benefit.

Holidays – No changes recommended.

Holiday Close Down (Christmas) – Shutdown to remain as currently provided. No changes recommended.

Service Awards – No changes recommended.

Shared Leave – No changes recommended.

Tuition Assistance – Depending on monies available and the number of applications, the recommendation would be for assistance to cover 6 hours of coursework. Employees would also be eligible to apply for other grants or scholarships that may be available to them through their departments or other resources.

Assistance is limited to two courses or seminars per semester, not to exceed payment for six semester hours in the spring or fall semesters or three semester hours in the summer semester.

Compensation Time – No changes recommended.

Overtime – Overtime is hours physically worked over 40 hours per week. The employee will receive compensatory time for the extra hours at time and a half unless overtime pay is approved, in advance, by the employee's budget officer.

When calculating overtime or compensatory time, fractions of hours of 15 minutes or more can be compensated for overtime and are to be reported in hundredths of hours. The following chart can be used to calculate overtime worked and to maintain an accurate daily record.

0 to 7 minutes = 0.00 hr
8 to 22 minutes = 0.25 hr
23 to 37 minutes = 0.50 hr
38 to 52 minutes = 0.75 hr
53 to 67 minutes = 1.00 hr

Extra Straight Hours – Any additional hours worked during a workweek, when paid leave is also used or a holiday occurs in the week, will be paid at the regular straight time rate.

Extra straight hours can also be earned by a less than full-time employee working extra hours in addition to their scheduled workweek.

Inclement Weather Pay – During the Declaration of Inclement Weather, employees in non-essential operations may be released by their supervisor and are to be granted leave with pay.

Hourly employees who are in essential operations will be required to work some of their entire regular shift during a Declaration of Inclement Weather and will earn comp time at time and a half.

Shift Differential – A normal day shift will fall entirely within the hours of 7:00 a.m. and 7:00 p.m. Hourly employees who work a regularly scheduled shift of hours other than the standard workday may be paid a shift differential of \$.75 per hour for all hours worked, and while on call (wearing a pager). Employees do not receive shift differential pay for hours credited on any type of leave or holiday.

**ALTERNATIVE SERVICE COMMITTEE
COMPENSATION AND PAY COMPARISONS**

Current Benefit Description	ASC Recommended Changes
<p>Salary Increases: The Classified Pay Plan establishes a minimum and maximum rate of pay (grade) for each class of positions in the classified service. Advancement through the grades (step increases) is governed by time-on-step and contingent on satisfactory performance and the availability of funding. Each step advancement results in an approximate 2.5% increase in salary. Funding for step advancement must be approved annually by the state legislature.</p> <p>A new employee will be paid at the minimum step of the pay grade assigned to the class for which they are hired. Step advancement requires a full year time-on-step before being eligible to move to the next higher step. In addition to meeting these time-on-step requirements, an employee must have a satisfactory performance review rating in their personnel file within the preceding 12 month period.</p> <p>In addition to step movement, cost of-living adjustments (COLA) may be provided by the state legislature for all employees regardless of status or length of service as budget allows.</p>	<p>Salary Increases: The recommendation would be for annual increases to be considered at the level at least equivalent to those given to the unclassified administration and professional staff (not to include teaching faculty). A portion of the salary increases would be based on merit or performance evaluations. For all benefit eligible employees, salary increases will be calculated on a formula of base salary plus gross longevity pay.</p> <p>Your salary CANNOT be decreased by moving to USS. State Statute -76-715a</p>
<p>Longevity Pay: Each employee, hired before July 1, 2008, who has at least ten years of state service on their service anniversary date (the date on which the employee began employment with the state in a regular appointment or their adjusted state hire date), will be eligible for longevity bonus pay, provided it is funded by the Legislature.</p> <p>The longevity bonus payment for each eligible employee will be computed by multiplying \$40 by the number of full years of state service, not to exceed 25 years.</p>	<p>Longevity Pay: The recommendation would be restoration of longevity pay to the FY'12 rate of \$500 after 10 years of service and an additional \$50 each year thereafter with no maximum to be earned. Expand eligibility to employees hired on or after June 2008. The longevity pay will be included when calculating salary increases. It will be paid within the pay period in which the employees' length of service date falls. It would include all years worked in the State system regardless of the site.</p>
<p>Market Adjustments:</p>	<p>Market Adjustments: USS employees to be given market adjustments and COLAS if any are given to the State of Kansas Classified</p>

	employees in future years.
Salary Administration: Currently, salary administration is determined by the Step Pay Plan matrix.	Salary Administration: Recommend existing salaries will be converted to a new salary administration plan without any resulting salary decreases. The movement toward a new salary administration plan will occur gradually during a 2-4 year time period. The new salary administration plan will be equivalent to or better than the current Civil Service compensation system. The existing salary grade and step matrix will be used as a framework for salary administration for current employees, new hires, transfers, promotions and demotions until the new system is defined and implemented. <u>(the current system will remain intact until the new system is completed and brought online).</u>
Title Management: Job titles are currently pre-determined by the State of Kansas Civil Service System.	Title Management: The movement toward a new title management system would occur gradually over a 2-4 year period with the development of a new salary administration system. Existing job titles will be examined to determine how those titles or new titles should be developed to support a new salary administration plan. Updated position descriptions will serve as the basis for establishing job groups.
Vacation: Full-time classified employees earn: 3.7 hours – 5 years 5.5 hours – 5 to 10 years 6.7 hours – 10+ years	Vacation: The recommendation will be to change to one unified system of all employees earning 6.77 hours over 26 pay periods to a maximum of 176 hours per fiscal year, thus eliminating two separate accrual systems. Maximum vacation leave accrual will remain at 304 hours. Allowances will be made for selling hours back when vacation is maxed out or make a provision for rolling hours into sick leave.

Sick Leave: All employees earn 3.7 hours per pay period. Employees receive payment for unused sick leave upon retirement based on the following:

Min Years of Service	Min SL Accrual	SL Bonus
8 years	800 hours (100 days)	240 hours (30 days)
15 years	1,000 hours (125 days)	360 hours (45 days)
25 years	1,200 hours (150 days)	480 hours (60 days)

Sick Leave: Each university support staff personnel retiring from the service of the state of Kansas who has accumulated 800 hours or more of sick leave shall receive, at the time of retirement, compensation for his/her accumulated sick leave as follows:

1. Compensation for 240 hours if such person has completed eight or more years of such service and has accumulated at least 800, but less than 1,000 hours of sick leave.
2. Compensation for 360 hours if such person has completed 15 or more years of such service and has accumulated at least 1,000 hours, but less than 1,200 hours of sick leave, or
3. Compensation for 380 hours if such person has completed 25 or more years of such service and has accumulated 1,200 hours of sick leave or more.

Retirement:

Retirement: Retirement will remain with KPERS. No changes recommended.

Early Retirement Incentive: Only offered by State of Kansas

Early Retirement Incentive: The recommendation will be adopting a Voluntary Retirement Incentive Program (VRIP) in the event the State of Kansas offers such a program in the future.

Group Health Insurance: Current classified employees participate through the Kansas Department of Health and Environment group health insurance plan.

Group Health Insurance: These options for selection are administered through the Kansas Department of Health and Environment and available to all State of Kansas employees, whether unclassified or classified or university support staff. No changes would be made to the benefit.

Holidays: Regents institutions shall observe the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Additional days may be authorized by the

Holidays: No changes recommended.

<p>governor in a particular year. Example: day following Thanksgiving, Christmas Eve, and the discretionary holiday.</p>	
<p><u>Holiday Close Down (Christmas)</u></p>	<p><u>Holiday Close Down (Christmas):</u> Shutdown to remain as currently provided. No changes recommended.</p>
<p><u>Service Awards:</u> WSU employees (classified and unclassified) receive a WSU Service Pin at a ceremony held each spring. Pins are awarded for 10, 15, 20, 25, 30, 35 & 40 years of service. WSU employees receive induction into the Benders of Twigs after 25 years of service.</p>	<p><u>Service Awards:</u> No changes recommended.</p>
<p><u>Shared Leave:</u> Shared Leave may be granted to an employee if the employee or a family member is experiencing a serious, extreme or life-threatening illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or to terminate employment. All classified employees appointed to a regular position and unclassified employees who accumulate sick leave shall be eligible for participation in the shared leave program. In accordance with state regulations, the maximum duration of shared leave granted for an employee's illness or injury is 6 months unless the employee does not qualify for long-term disability, in which case the maximum duration is 12 months. While using shared leave, an employee will continue to accrue leave at the regular rate which must be deducted each pay period before shared leave is used. When an employee receives workers compensation, long-term disability payments, or both, the employee is not eligible to receive shared leave.</p> <p>Recipient eligibility requirements:</p> <ol style="list-style-type: none"> 1. Six months continuous state service. 2. Satisfactory attendance record. 3. Exhausted all paid leave (must use accumulated leave before the use of leave without pay). 	<p><u>Shared Leave:</u> No changes recommended.</p>

4. Cannot perform duties.

Donor eligibility:

1. Sick leave donation requires balance of 480 hours after donation. Donations made at the time of an employee's separation of service require no remaining balance.
2. Classified employees may also donate vacation leave. Requires vacation leave balance of 80 hours after donation.
3. Donations may be made to an eligible employee in another state agency.

Tuition Assistance: All classified and unclassified professional nonteaching employees who hold at least half-time, permanent appointments, and are benefits eligible, are eligible for tuition assistance. Assistance is not payable to employees on unpaid leave. An employee's tuition assistance application must be approved by the immediate supervisor prior to its submission. Guidelines and applications for tuition assistance are available in OHR.

Assistance is limited to a maximum of the actual cost of tuition and required fees, and there may be limited financial assistance on the basis of other available financial assistance for the employee. Tuition assistance is available for all regular and continuing education courses and seminars offered by the university. Assistance is limited to one course or seminar per semester, not to exceed payment for five semester hours in the spring or fall semesters or three semester hours in the summer semester. If insufficient funds are available to fund all applicants, some applicants will not be approved for tuition assistance, as outlined in the guidelines.

Employees who fail to attain the required grade of "C" or better while receiving assistance for an undergraduate course or a "B" or better for a

Tuition Assistance: Depending on monies available and the number of applications, the recommendation would be for assistance to cover 6 hours of coursework. Employees would also be eligible to apply for other grants or scholarships that may be available to them through their departments or other resources.

Assistance is limited to two courses or seminars per semester, not to exceed payment for six semester hours in the spring or fall semesters or three semester hours in the summer semester.

Tuition Assistance is an important issue for many employees of the University. The recommendation is to encourage all Senates to work together on this issue and pursue it jointly. Assistance is limited to tuition costs only (books, student fees or housing costs are not included).

<p>graduate course will not be eligible for further assistance until the employee has satisfactorily completed another equivalent course at the employee's expense.</p>	
<p>Compensation Time: Non-exempt (classified) employees are eligible for compensation time when they have physically worked more than 40 hours in a work week.</p>	<p>Compensation Time: No changes recommended. There is already a provision for compensatory time payout when employees reach the maximum number of accrued hours (120).</p>
<p>Inclement Weather Pay: During a Declaration of Inclement Weather, employees in nonessential operations may be released by their supervisor and are to be granted leave with pay. Hourly employees who are in essential operations will be required to work some or their entire regular shift during a Declaration of Inclement Weather and will be granted Inclement Weather Pay. Pay is equivalent to the employee's hourly rate of pay and is in addition to the employee's regular pay. Exempt employees are not eligible for additional pay. Employees on leave with pay during inclement weather will continue using their accumulated leave.</p>	<p>Inclement Weather Pay: During the Declaration of Inclement Weather, non-exempt employees in non-essential operations may be released by their supervisor and are to be granted leave with pay.</p> <p>Hourly employees who are in essential operations will be required to work some or their entire regular shift during a Declaration of Inclement Weather and will earn comp time at time and a half.</p>
<p>Overtime: Overtime are hours physically worked over 40 hours per week. The employee will receive compensatory time for the extra hours at time and a half unless overtime pay is approved, in advance, by the employee's budget officer.</p>	<p>Overtime: Overtime are hours physically worked over 40 hours per week. The employee will receive compensatory time for the extra hours at time and a half unless overtime pay is approved, in advance, by the employee's budget officer.</p> <p>When calculating overtime or compensatory time, fractions of hours of 15 minutes or more can be compensated for overtime and are to be reported in hundredths of hours. The following chart can be used to calculate overtime worked and to maintain an accurate daily record.</p> <p>0-7 minutes = 0.00 hr. 8-22 minutes = 0.25 hr. 23-37 minutes = 0.50 hr. 38 to 52 minutes = 0.75 hr. 53-67 minutes = 1.00 hr.</p>
<p>Extra Straight Hours: Any additional hours worked during a workweek, when paid leave is</p>	<p>Extra Straight Hours: No changes recommended.</p>

<p>also used or a holiday occurs in the week, will be paid at the regular straight time rate.</p> <p>Extra straight hours can also be earned by a less than full-time employee working extra hours in addition to their scheduled workweek.</p>	
<p><u>Inclement Weather Pay:</u> During the Declaration of Inclement Weather, non-exempt employees in non-essential operations may be released by their supervisor and are to be granted leave with pay.</p>	<p><u>Inclement Weather Pay:</u> During the Declaration of Inclement Weather, non-exempt employees in non-essential operations may be released by their supervisor and are to be granted leave with pay.</p> <p>Hourly employees who are in essential operations will be required to work some or all of their regular shift during inclement weather will earn comp time at time and a half.</p>
<p><u>Shift Differential:</u> A normal day shift will fall entirely within the hours of 7:00 a.m. and 7:00 p.m. Hourly employees who work a regularly scheduled shift of hours other than the standard workday may be paid a shift differential of \$.30 per hour for all hours worked. Employees do not receive shift differential pay for hours credited on any type of leave or holiday.</p>	<p><u>Shift Differential:</u> A normal day shift will fall entirely within the hours of 7:00 a.m. and 7:00 p.m. Hourly employees who work a regularly scheduled shift of hours other than the standard workday may be paid a shift differential of \$1.00 per hour for all hours worked. Employees do not receive shift differential pay for hours credited on any type of leave or holiday.</p>