

Saint Martin's University: Staff Pay Plan

Policy Owner: Office of Human Resources

Overview: At Saint Martin's University, we value every member of our community, their individual gifts and talents, and the many ways they invest themselves in our University's success. The purpose of Saint Martin's University's (SMU) Staff Pay Plan is to provide appropriate salary structures for effectively recruiting, motivating, rewarding and retaining SMU staff members. The Staff Pay Plan combines objective measurements of job responsibilities with competitive market analysis to create a pay system that is both equitable and competitive.

Staff Pay Plan: The Office of Human Resources assigns each position to the appropriate [CUPA-HR](#) benchmark job classification or title based upon objective measurement of position responsibilities. All *regular full-time staff* shall be paid no less than the minimum of the university-determined salary range for their position (i.e., 100 percent of the median). The university will refresh the market data from the Staff Pay Plan approximately every three years.

Annual salary increases are contingent on available funds and the Board-approved budget. Employees shall have: a) satisfactory performance on their last annual evaluation or at least 6 months of employment at SMU prior to the pay increase effective date for new hires and b) no disciplinary record for the past 12 months.

Pay Periods & Deductions: Pay periods are monthly from the 16th of the month to the 15th of the following month. Hours worked during a pay period are ordinarily paid on the last working day of the month. Before any deduction from an employee's pay is made, other than those allowed by law or court order, employees must authorize the deduction in writing.

Transparency: The university will provide the following levels of transparency:

- **Employee** – title, salary, and median pay specific to the individual employee
- **Supervisors** – titles, salaries, and median pay specific to direct reports
- **Deans and Directors** – titles, salaries, and median pay specific to the department
- **Cabinet Members** – titles, salaries, and median pay specific to the division(s)
- **Human Resources, Payroll and Vice President of Business/CFO** – Campus wide titles, titles, salaries, and median pay

Any exceptions to this policy must be approved by both the Associate Vice President of Human Resources and the Vice President of Business/CFO.