

OREGON INSTITUTE OF TECHNOLOGY

Compensation Plan for Unclassified Administrators

OIT-20-044

A. Purpose: This policy establishes the framework for a compensation plan for Oregon Institute of Technology's unclassified administrative employees who are on renewable appointments, except where exceptions are approved by the President. The Oregon Institute of Technology is committed to fair and equitable pay practices for each individual employee regardless of position, role, cultural background, race, color, religion, gender, sexual orientation, national origin, age, veteran status, or disability status.

B. Responsibilities:

- The President is responsible for establishing and maintaining the compensation plan objectives and determining the amount of funds available for adjustments pursuant to Board of Higher Education and legislative directives.
- The Office of Human Resources oversees the administration of the plan, communicates policy and salary information to supervisors and administrative employees, and provides information and assistance to the Executive Staff regarding plan implementation, evaluation and modification.
- Department heads and directors will make recommendations for salary adjustments, giving performance feedback and guidance to their staff, explaining criteria for salary adjustments, and communicating information about the plan to their administrative staff. Administrative employees are responsible for ensuring they have information about and understand the compensation plan and policy, seeking feedback and assistance from their supervisors, and identifying opportunities to enable them to meet criteria for salary adjustments.

C. Objectives: This compensation plan is intended to:

Ensure administrators in the same job families are paid equitably, taking into account experience and performance.

Ensure hiring salaries are competitive against internal and external market data.

Facilitate recruitment and retention.

Provide an incentive to improve the quality

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L. Fringe Benefits: Oregon Institute of Technology provides a benefits package that is in addition to this compensation plan and may be considered as part of an employee's total compensation.

Recommended:

Administrative Council – July 26, 2005
President's Council – August 16, 2005

Approved: /s/ Martha Anne Dow
Martha Anne Dow, President

Date: January 20, 2006