

**ARTICLE 66 - INFORMATION TECHNOLOGY COMPENSATION PLAN**

The pay system for the Information Technology Operations Specialist, Equipment Systems Specialist, Information Technology Consultant, Operating Systems/Network Analyst and Analyst Programmer classifications will be based on the following Compensation plan.

**Section 1. Merit Pay Program.** Base pay increases (BPI) will be based on performance and shall be given no less frequently than annually.

| Performance Rating             | At or Below Control Point * | Above Control Point |
|--------------------------------|-----------------------------|---------------------|
| Consistently exceeds standards | BPI 6.00 - 7.25%            | BPI 3-4%            |
| Meets standards                | BPI 4.75%                   | BPI 2%              |
| Deficient                      | BPI 0%                      |                     |

\*Control Point is set at 45% above the low rate of the competency zone.

See Appendix E for compensation schedules for Information Technology classifications.

**Section 2. Cash Award Program.** Supervisors may provide cash awards up to 7.25%, at their discretion at any time(s) during the performance cycle, to recognize completion of projects, achievements of higher competency levels, or other significant events worthy of monetary recognition.

**Section 3. Performance Evaluations.** An Information Technology employee who receives a performance rating of “Does Not Meet Standards (Deficient)” may file a grievance under Article 54 – Position Descriptions and Performance Evaluations, Section 4. If an IT employee’s supervisor has not completed the employee’s performance evaluation by thirty (30) days after the employee’s salary eligibility date, upon request by the employee, the University Human Resources Department will notify the supervisor in writing that the performance evaluation is overdue, with a copy of the notification to the affected employee. If the supervisor has not completed the performance evaluation by ninety (90) days after the employee’s eligibility date, the employee will be given a base pay increase based on a “Meets Standards” rating under Section 1 of this Article, retroactive to the employee’s salary eligibility date.

**Section 4. Appeal Process**

**A.** Reclassification requests are subject to the procedures outlined in Article 53 - Reclassification Upward-Reclassification Downward.

**B.** Movement to a lower competency level for reasons related to poor performance shall be subject to provisions in Article 17 - Discipline and Discharge.

**C.** Movement to a lower competency level for reasons unrelated to poor performance shall be subject to provisions in Article 18 - Grievance and Arbitration Procedure.

**D.** Competency Level Review. If an employee who is above the control point for their classification and competency level requests to be moved to a higher competency level and such request is denied, the issue of the employee's competency level shall be subject to the provisions in Article 18 - Grievance and Arbitration Procedure. However, if such a grievance is appealed through arbitration the employee may not grieve their competency level again until two (2) years after the date the first grievance was filed, unless the employee changes classifications.

**Section 5. Placement upon Reclassification, Promotion or Demotion**

- A. IT employees receiving promotion/reclassification upward shall be placed at the starting pay rate of the appropriate competency level for the new classification or shall receive a five percent (5%) increase above their prior base pay rate, whichever is greater.
- B. An IT employee receiving a promotion to a higher classification shall receive a base pay increase of five percent (5%) effective six months following said promotion.
- C. If an IT employee demotes to a classification in a lower salary range that contains the rate of the previous salary, then the employee's salary shall remain the same and if eligible he/she shall continue to receive base pay increases (BPI).
- D. If an IT employee demotes to a classification in a lower range, but their previous salary is above the highest rate in the new range, then the employee's new salary shall be the highest allowed in the new range.
- E. When an IT employee is appointed from a layoff list to a position in the same classification from which the person was previously employed, the person shall be paid at the same salary rate plus any applicable general salary increases from what the employee was being paid at the time of the layoff. The new salary eligibility date shall be determined in accordance with Section 8 of Article 22 - Salary Administration.
- F. The salary eligibility date of a former employee who is appointed from reemployment shall be determined in accordance with Section 8 of Article 22 - Salary Administration.

**Section 6. On-Call Duty for FLSA-exempt Employees.** Compensation for on-call duty under Article 26, Section 2 for FLSA-exempt Information Technology employees shall be the Employer's choice of either exchange time off administered subject to the provision of Article 25, Section 4(B) or payment in cash.