

OSU Staff Pay Plan FAQs

What is a band?

OSU classified staff positions into six bands which establish minimum qualifications and benefit parameters such as leave accruals. Within these bands, there are 24 class codes. These class codes enable HR to compare similar positions. Bands and class codes are not an indication of pay level.

What is a hiring range?

A hiring range provides the minimum pay rate appropriate for a position and the maximum pay rate allowed for an initial hire into the position without HR review and vice president approval. If the hiring range is set for a position which is not vacant, the department has the flexibility to increase the pay of the incumbent to the maximum of the hiring range without further review. The incumbent must earn no less than the stated minimum of the hiring range. If the incumbent's pay rate exceeds the maximum of the hiring range, OSU Pay Guidelines govern any further increases provided to the employee (i.e., up to 5% demonstrated proficiency increase per fiscal year, pay exceptions, etc.). Hiring ranges are generally between 15% and 40% in width and meet OSU and federal minimum wage standards. Increases must comply with other university guidelines, such as the compensation adjustment review process.

What is a reference rate?

A reference rate is the hiring range minimum and the maximum pay rate as seen in current market. It is set upon the establishment of a new position or a reclassification. This market-based range displays the totality of current market data and serves as a guideline for pay of existing staff. In general, employees would not exceed the reference rate maximum.

What does reclassification mean?

A position may be reclassified when major changes occur in the job. For example, a position may no longer meet federal exemption from overtime or the position may have been administrative in nature but has taken on a more technical primary function. In cases of a reclassification, the position will change class codes and/or bands. A review of title and market-based hiring range and reference rate would be conducted by HR.

Is it a reclassification if my title changes?

Possibly. A reclassification occurs when the position changes class codes and/or bands. If the position title change and the band and/or class code do not, it is not a reclassification but a title change. Title changes may or may not warrant a review of the hiring range and reference rate.

I am a current OSU employee. What happens to my pay if my position is reclassified?

Current OSU employees whose positions are reclassified may earn no less than the established minimum. If this employee earns less than the range maximum, the supervisor may increase the employee's pay rate to an appropriate level within the hiring range just as he/she would do for a new hire. For individuals earning more than the hiring range maximum, a demonstrated proficiency increase may be appropriate.

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What can I do to increase the pay of my staff members?

OSU offers several opportunities to increase staff pay. Your options are as follows:

- **Merit Raise Program:** Annual program provided by legislative funding, as available. Criteria for program are published by the Vice President for Administration & Finance and/or the Office of the Provost.
- **Demonstrated Proficiency Increase (DPI):** Up to 5% raise flexibility per fiscal year for (1) increase in volume of work and/or (2) increase in duties. In both cases, these increases should not be discounted by added staff or technology and should be permanent in nature.
- **One Time Payment:** Up to \$750 gross per fiscal year for completion of a special project or other performance measure.
- **Equity Adjustments:** Provided pursuant to a formal pay study conducted by HR at the request of the vice president.
- **Increases Available Through Preapproved Plans:**
 - Career Development Plan: Increase in pay as defined by career development plan that provides a promotional and developmental pathway for career progression which meets the needs and budgetary capability of the department
 - Incentive Plan: Increase in pay as defined by an incentive plan. Incentives are available for educational attainment, professional certification and exemplary service, among others.
 - Both types of plans are a joint project between departmental management and HR. Plans are approved by the vice president and should be provided to all appropriate staff at point of hire or adoption.

What if I want to pay something that does not fit into one of the pay guidelines?

Please contact your HR Partner. He/she will be able to guide you to the most efficient method of meeting your goals. In cases where your request is outside the normal guidelines, you may need to submit a formal request to the appropriate vice president. For efficient processing, please review with your HR partner prior to submitting for vice president approval.

Questions? Contact your Human Resources Partner at (405) 744-7401.