It is the policy of Southern Nazarene University to maintain a Wage and Salary Administration Program on a current basis which insures internal equity. The Human Resources Department shall maintain a Wage and Salary Administration Program which will provide employees fair and competitive compensation.

The Human Resources Department will be responsible for maintaining a sound policy of salary administration. A continuous effort will be made toward minimizing wage and salary inequities. In an attempt to accomplish this, salaries will be quoted to applicants only after the Human Resources Director has consulted with the Vice President and agreed upon the salary.

For each of the established pay ranges in the salary structure, there shall be a salary range consisting of a minimum, midpoint and maximum salary.

New employees generally will be hired at the starting rate assigned to their job grade. Supervisors may recommend higher starting rates depending on an applicant’s experience or skill level or other competitive considerations. These recommendations should be reviewed and approved before implementation by the appropriate manager and the Human Resources Department.

Each manager is responsible for implementation of all phases of the Wage and Salary Administration Program in accordance with the University policies and procedures.

Any modifications to the Wage and Salary Administration Program must have the approval of the Position Review Committee and the Administrative Cabinet.

SALARY ADJUSTMENTS
Once each year the Board of Trustees approves a salary adjustment based on the overall school budgets. No other adjustments shall be made throughout the year without prior approval of the Human Resources Director and/or the President.