Compensation and Salary Structure - P&S

This is a proposed revision of the Compensation and Salary Structure – P&S policy. Please review and submit your comments and questions to policy@iastate.edu by June 5, 2020.

Effective: July 1, 2010
Updated/Revised: July 1, 2019 July 1, 2020
Contact: University Human Resources Classification and Compensation (UHRCC)

Introduction

Iowa State University administers compensation policies and programs for Professional and Scientific (P&S) staff to provide a method for equitable classification of positions in relation to the level and type of work performed. Each P&S classification is assigned to a pay grade within a comprehensive salary structure.

Philosophy and Statement of Value

Iowa State University strives to maintain a compensation and salary structure policy for P&S employees that is--

- Compatible with the university’s mission and strategic plan
- Compatible with the institution’s culture and core values
- Equitable externally and internally
- Effective in recruiting and retaining employees

The university endeavors to cultivate a rewarding and productive work environment through the selection and retention of a highly qualified, talented, and diverse workforce, and the provision of opportunities to experience growth and advancement. The university regards regular communication with and among employees and supervisors as necessary to promote understanding of effective performance management and compensation.

Policy Statement

Iowa State University will provide fair and competitive compensation packages to recognize and reward its P&S employees within the boundaries of financial feasibility. The university will regularly assess compensation levels for market comparables and will conduct salary surveys to periodically adjust the salary structure and pay ranges to remain competitive.

In assigning an appropriate grade to each classification, University Human Resources Classification and Compensation (UHRCC) evaluates each classification to determine its worth relative to the market and other classifications within the university. The evaluation process is standardized to maintain consistency throughout the university.

Red Circle

A P&S employee whose base salary is equal to or exceeds the maximum of the classification’s assigned pay grade will be considered to be “red circled.” Red circled P&S employees will not be eligible for a base salary increase until the base salary falls within the assigned pay grade as a result of regular adjustments to the salary structure, or due to movement into a classification with a higher pay grade.
During the annual review process, red circled P&S employees may be eligible to receive a lump
sum payment to reward satisfactory performance. The lump sum salary increase will be effective
on the same date as salary increases are effective and will not add to base salary.

Base salary above the maximum of a pay grade will not be offered for new hires, promotion, demotion,
or transfer.

**Green Circle**

A P&S employee whose base salary is below the minimum of the classification's assigned pay
grade will be considered to be “green circled”. Generally, employees who are green circled will be
prioritized for base salary increases that would bring their compensation into the pay grade
associated with the assigned classification.

Base salary below the minimum of a pay grade will not be offered for new hires, promotion, demotion,
or transfer.

**Resources**

**Links**

- University Human Resources Classification and Compensation (UHRCC)
- Policy: Additional Compensation
- Policy: Appointment Duration - Professional and Scientific
- Policy: Employee Records
- Policy: Hiring and Employment
- Policy: Performance Management - Professional and Scientific
- Policy: Salary Increases - Professional and Scientific
- Policy: Starting Rate of Pay - Professional and Scientific
- Policy: Statement on Ethics - Professional and Scientific
- Professional and Scientific Council