

Compensation Opportunities and Application Procedures Simplified

There is no entitlement to any Flexible Pay Option. In order to be eligible, an employee must have an accurate Role Description, current Performance Evaluation, and successful completion of their probationary period. The employee must have no active formal disciplinary action and must have received a satisfactory or better rating on the most recent performance review.

	Lump Sum Bonus	In-range Progression	Progression Pay	Strategic Pay
Definition	A bonus payment made in recognition of exemplary service or contribution to MSU over and above normal job duties.	A pay increase in recognition of increased knowledge, skills, duties and responsibilities within the scope of the same job title.	A pay increase in recognition of advancement, via a progression plan, to a new job title.	A tool used to mitigate recruitment and/or retention issues solely related to salary
Increase	One time	Base	Base	One time or periodic payment, <i>or</i> permanent, or temporary base increase (case specific)
Special Requirements	n/a	<ul style="list-style-type: none"> • Application must be initiated by supervisor and in response to a management identified need • Any pay increase must be justified and reasonable 	<ul style="list-style-type: none"> • A pre-existing or custom progression plan may be used but progression is not guaranteed in every case • Application must be initiated by the supervisor and in response to a management identified need • Employee must agree to advance in this way • Progression plans typically require 6-12 months to complete and should be reviewed and approved prior to the employee assuming additional duties. 	<ul style="list-style-type: none"> • An award of Strategic Pay is discretionary pursuant to approval criteria
Amount	\$100; \$200; \$350; \$500; \$750 or \$1000	1% to 4% increase to current base hourly rate	9% increase to current salary, or low entry rate of new title, whichever is the greater	Based upon factors including: qualifications, salary data, recruitment statistics, salary relationships within MSU or the work unit, morale, productivity and budgetary considerations
Criteria	Demonstrated exceptional performance in each of the following: <ul style="list-style-type: none"> • Effort • Consistency, and • Quality <i>plus at least one additional area:</i> <ul style="list-style-type: none"> • Quantity • Originality 	Department has established a need for the employee to assume notably more complex duties on an on-going basis.	Pre-determined departmental need for this progression. Progression Pay may be applied to a Job Series (e.g. Admin Assoc I, II, III), or an individual progression plan may be developed	Department establishes the need for intervention: <ul style="list-style-type: none"> • With an employee with unique abilities whose resignation would severely adversely impact the department or MSU; or • To mitigate recurring recruitment/retention issues documented as being solely

	<ul style="list-style-type: none"> • Cost savings/revenue generation • Efficiency, or • Issues of safety 			<p>salary related; or</p> <ul style="list-style-type: none"> • As compensation for unique working conditions that have resulted in documented recruitment and retention problems
Process to Attainment	N/A	Determination that the employee has the potential to fulfill this new departmental need	Determination of the steps and timelines constituting the progression plan	Supervisor must supply detailed evidence of the recruitment/retention problem, and justification for the amount requested. (HR later conducts an independent analysis).
Application Procedure	<ul style="list-style-type: none"> • Supervisor submits Request Form, with appropriate documentation and signatures, to HR • HR supports/denies request • HR steers paperwork through appropriate approval channels • HR informs supervisor of final decision • HR processes payment once a Lump Sum Bonus is approved (no PTF is required). 	<ul style="list-style-type: none"> • Supervisor and employee agree that In-range Progression is appropriate • Supervisor submits In-range form, with appropriate signatures, to HR • HR determines appropriate effective use of In-range Progression • HR approves or denies request • HR communicates final decision to supervisor • Department processes PTF and revised Role Description. 	<ul style="list-style-type: none"> • Supervisor and employee agree that a progression plan is appropriate • Supervisor completes a Progression Plan Form with appropriate specifications (Job Series or Individual) and signatures, to HR. Applications include the timelines and steps required for the progression plan • HR approves or denies • HR communicates final decision to supervisor • Department submits Completion of Progression Plan form, revised Role Description, and PTF as steps are achieved. 	<p><i>Individual applications:</i></p> <ul style="list-style-type: none"> • Supervisor submits evidence and justification for application, with required signatures to HR • HR conducts independent analysis and determines whether or not to support the application • HR makes a recommendation to appropriate VP and President for final approval • HR communicates final decision to supervisor • Department processes PTF <p><i>Multiple position applications:</i></p> <ul style="list-style-type: none"> • As per individual applications plus: after final approval on campus, applications are subject to MUS and union consideration. The Commissioner approves unless opposed by a bargaining agent, another campus, or considered against the best interest of the MUS • HR communicates final decision to supervisor • Department processes PTF.
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