Salary Administration Guide

General Overview

WPI recognizes that its employees are valuable assets. To achieve our goal of continuing to build an environment that promotes innovative thinking, values mutual respect and diversity, highly regards scholarship, and engenders life-long learning for the campus community, we must attract, retain and motivate a highly qualified and competent work force. As an employer, we believe that it is in the best interest of the University and our employees to fairly compensate our work force for the value of work provided. It is our plan to use a compensation system that will pay our employees based on the skills and knowledge required of a fully qualified member of our community.

The Board of Trustees has ultimate authority for establishing the compensation policies of the University and for approving major decisions such as budget for salaries, wages and benefits.

The Staff Employee

The Administrative Employee
Administrative employees are "exempt" from the provisions of the Fair Labor Standards Act, and are not eligible for overtime pay. The Administrative employee:

- Should possess an expertise or competence, usually exercised in a top or middle management capacity in a specialized field;
- Should possess a bachelor's degree or better; has relevant (often extensive) experience in place of or in addition to the degree; and
- Has the potential to influence in a significant way the success of the university because of the scope of responsibilities and the latitude of individual discretion allowed.

Position Descriptions
The position description is an important document in the administration of the classification and compensation plan at WPI. This written analysis sets forth in detail the duties and responsibilities of the
position and provides the basis for the proper classification of positions on campus. The position description:

- Provides a descriptive statement of duties
- Indicates the level of responsibility required for carrying out the duties of the position and the education and experience needed
- Describes the nature of the supervision given and received, and the type and level of decision making entailed in the position
- Provides a measure of the magnitude of impact on the operation of the University

The position description is the basic document for the maintenance of the salary program and it must be kept up-to-date. It is the responsibility of each supervisor, department head and the Office of Human Resources to assure the position description is reviewed and updated. If duties and/or responsibilities change, or a new position is created, a revised or new position description is prepared. For assistance in developing a position description, a position description questionnaire is available at the end of this document.

The Vice President for Human Resources has the immediate responsibility for maintaining up-to-date position descriptions, evaluating positions and assigning pay grades. The Vice President for Human Resources and the appropriate supervisor review new or vacant position descriptions and make revisions as appropriate to assess their competitiveness with pay levels in other institutions. Copies of job descriptions can be obtained by contacting the Office of Human Resources.

**Grade Structure/Salary Scale**

It is the intent of WPI to maintain rates of pay that are externally competitive in order to attract and retain a highly qualified workforce and to maintain rates of pay that are internally fair and consistent to ensure equity throughout all departments. Pay programs will be developed within the constraints of institutional conditions to meet this policy.

The Office of Human Resources will conduct annual salary surveys to ensure our rates of pay are externally competitive. Data for the majority of non-exempt (hourly), non-managerial positions will be collected using local labor market data. Specifically, WPI participates in the annual salary survey conducted by the Employer’s Association of New England (EANE). Data for managerial and professional positions is obtained from national survey data collected from other private colleges and universities. The primary source for this data is the College and University Professional Association - Human Resources (CUPA-HR).

After a position description is developed, it is then evaluated and that position is assigned a salary grade. When the duties and responsibilities are equal to other positions within the institution and the experience and education required is the same, the positions are assigned the same grade. The university's financial condition and salaries paid by other competitive employers including colleges for similar positions are factors considered when assigning a salary grade.

Salary ranges will be reviewed and updated periodically to ensure that all individual jobs are graded appropriately to ensure that WPI maintains its external competitiveness and internal consistency.
Contact Human Resources for more details on salary ranges.

**Performance and Salary Appraisals**

WPI utilizes a pay-for-performance structure. Annually, the appropriate supervisor will evaluate each employee’s performance. During the performance evaluation process, the most recent job description on file with Human Resources will be reviewed and updated if necessary, by both the employee and the supervisor.

Employees are reviewed for a salary increase, annually, effective July 1st. The amount of the salary increase pool of funds is recommended by the administration and approved by the Board of Trustees. The method for allocating funds is based on rewarding meritorious performance. Merit increases will be awarded on a pay-for-performance basis and are based on individual performance. WPI does not have across-the-board or cost of living raises.