



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 8.5.2
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Office of Responsibility: VP Fin
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SUBJECT: SALARIES AND WAGES

- I. **PURPOSE:** To identify the various salary and wage adjustments available to salaried employees under regular University appointment.
- II. **POLICY:**
1. All salaried employees' salary and wage adjustments such as merit, equity, general or any other salary or wage adjustments shall normally occur once each year to be effective on or after the beginning of each new fiscal year (July 1). Salary or wage adjustments that have an effective date other than July 1 must be approved by the cognizant vice president/provost and the president.
 2. Each classified position is assigned a pay range by the Human Resources Office which includes minimum and maximum levels.
 3. Merit increases are not automatic. They are awarded to the employee for good job performance in accordance with the performance evaluation by the immediate supervisor.
 4. Based on the job wage and salary survey conducted each year, appropriate salary or wage adjustments may be made in the following year.
 5. Merit increases, general increases, and other salary or wage adjustments shall be made in accordance with the Pay Plan adopted annually upon the approval of the President and Board of Trustees, to be effective in the succeeding fiscal year beginning July 1.